



Departmental Onboarding Checks

Privacy Notice

The Department of Home Affairs (the Department) is collecting your personal information for the purposes of undertaking mandatory Onboarding Checks relevant to your employment with the Department. Failure to provide your personal information may result in the Department not being able to complete the Onboarding Checks and may result in you not being eligible for employment with the Department and/or not being eligible to have non-public access to the Department's assets.

The Department will collect, use and disclose the personal information that you provide to undertake relevant Onboarding Checks in order to identify any factors or personal circumstances that pose an integrity risk to you or the Department. It will assess whether you are suitable for employment with the Department or to have access to its non-public assets.

The following checks may be conducted:

- checks to verify the authenticity and validity of personal and identity documents, including but not limited to:
 - birth, marriage and change of name documentation
 - naturalisation/citizenship/visa documentation and passports, and
 - driver licences and Medicare cards.
- a Police History Check
- corroboration of any previous employment, whether Australian Government or private sector, to determine employment history and any matters relating to code of conduct, service records, discipline records, professional conduct and behaviour in the workplace.
- checks with the Australian Government Security Vetting Agency (AGSVA) or other relevant vetting agency confirming if you already hold a security clearance, initiating a security clearance process and/or assessing and determining your application for, and ongoing eligibility to maintain a Commonwealth security clearance
- checks with other third parties

When conducting these checks, the Department will provide only the minimum amount of personal information necessary in order to complete the particular check.

These third parties usually include but are not limited to:

- Registrars of Births, Deaths and Marriages
- the Australian Federal Police
- State and Territory Police Forces
- the Australian Criminal Intelligence Commission
- the AGSVA
- any authorised Documentation Verification Service (DVS) Gateway Service Provider and any identity credential issuing authority connected to the DVS
- other Commonwealth, State or Territory Departments or Agencies including enforcement, regulatory or licence issuing agencies
- road transport authorities (however described)
- your current and previous employers.

Initials: -----

Date: -----

Further information regarding how the Department handles personal information, your rights to seek access to and correction of your personal information: how you can complain about a breach of the Australian Privacy Principles and how the Department will deal with a complaint, can be found in the Department's privacy policy on the Department's website: <https://www.homeaffairs.gov.au/access-and-accountability/our-commitments/plans-and-charters/privacy-policy>.

How you can contact us

Via email at onboarding.check@homeaffairs.gov.au.

Consequences for providing false and/or misleading information

You will be asked to certify that all information and supporting documents you have provided to support your Onboarding Checks are correct.

Giving false or misleading information to the Department is a serious offence under Division 137 of the *Criminal Code Act 1995* (Cth), which is punishable by a period of imprisonment of up to 12 months. This includes omitting to advise the Department of any matter or thing without which the information you provide is misleading.

Providing false or misleading information to the Department may also result in a range of adverse administrative actions being taken. These may include, but are not limited to, a finding that you are not suitable to hold the mandatory Onboarding Checks and thus not be employed by or associated with the Department; a finding that you are not suitable to hold a Commonwealth security clearance; a reduction in your classification; re-assignment of your duties, or a fine or reduction in your salary.

Initials: -----

Date: -----

Departmental Onboarding Checks

General Consent Form

I, (print name):

of, (residential address):

Date of Birth: AGS Number (if applicable)

have read the Privacy Notice and, for the purposes of completing mandatory Onboarding Checks, consent to:

- the Department of Home Affairs (the Department) collecting, using and disclosing my personal information, including from third parties, in the circumstances described in the Privacy Notice.
- any of the parties identified in the Privacy Notice examining their information holdings relating to me and disclosing my personal information to the Department and to each other.

If your current employer is not the Department, please select one option:

I have read the Privacy Notice and for the purposes of completing mandatory Onboarding Checks:

☐

consent

☐

do not consent

Additional information (if applicable)

to the Department collecting my personal information from, and disclosing my personal information to, my current employer in the circumstances described in the Privacy Notice.

I acknowledge that my personal information may be used and/or disclosed by the Department, or a third party to whom the Department discloses it, for another purpose in circumstances permitted under the *Privacy Act 1988* or another applicable law.

I acknowledge and certify that the information provided by me on this form to support my mandatory Onboarding Checks is true and accurate.

Signature: **Date:**