

Authority to act

For the purposes of the *Construction Industry Portable Paid Long Service Leave Act 1985 (WA)*

MyLeave has a legal obligation to respect your privacy and confidentiality and cannot make changes to your records, or discuss your dealings with MyLeave, without your written authority.

If you would like someone else to act on your behalf, such as for the purposes of accessing and amending your personal records held by MyLeave, you must send a written request to have that person recognised as an 'Authorised Person'.

Please complete the form below authorising another person to act on your behalf. This notice will be attached to your records until you request that it be withdrawn, or following its automatic expiration after two years.

Part A - To be completed by the authorised person

Given Name _____ Last Name _____

Date of Birth ____ / ____ / ____

Mobile _____

Email Address _____

Signature of Authorised Person _____ Date ____ / ____ / ____

Part B - To be completed by Worker nominating an "authorised person"

Given Name _____ Last Name _____

of _____ Post Code _____

Mobile _____

Email Address _____

Date of Birth ____ / ____ / ____

MyLeave Registration Number _____

Nominate the following to be an 'Authorised Person'

Name of Authorised Person _____

Relationship to Worker:

☐ Spouse ☐ De-facto spouse ☐ Friend ☐ Relative (please specify) _____

☐ Legal representative (name of person and organisation) _____

☐ Worker Association (name of person and organisation) _____

☐ Other please state _____

I give permission for the person named in Part A to:

☐ Act on my behalf in my dealings with MyLeave, including discussing all aspects of my account

Or

I give permission for the person named in Part A to act on my behalf to do anything necessary or incidental to (tick all that apply):

☐ Update my personal details

☐ Discuss my claims and queries

☐ Update my days of service query

☐ Discuss my Service History (service days and employers)

☐ Lodge a days of service query

Expiry Date (Maximum of a 2-year period) ____ / ____ / ____

Declaration

By signing this declaration, you authorise the listed person(s), party(ies) to act on your behalf and you understand that:

- If no expiry date is provided or the provided expiry date is a period greater than 2 years, this third party authorisation will automatically lapse after a 2-year period from date of this form. You may withdraw the authority at any time by calling us or sending us a written notice.
- MyLeave will perform identification checks when dealing with the listed person(s), party(ies) and may decline to provide information to, or communicate with them, if they're unable to complete the identity verification check.

I have read the Privacy Collection Statement as set out below, and I understand how MyLeave will use my personal information. To the best of my knowledge, the information I have provided on this form is correct.

Signature of Worker _____ Date ____ / ____ / ____

WHEN COMPLETE, PLEASE SAVE AND EMAIL to hi@myleave.wa.gov.au

Privacy Collection Statement

Please read this Privacy Collection Statement to see how MyLeave collects and uses your personal information. The Construction Industry Long Service Payments Board (ABN 43 638 379 092) trading as MyLeave, collects your personal information (PI), including sensitive personal information (SPI), to assess, administer, manage and keep you updated on your long service scheme entitlements and to improve our services under the *Construction Industry Portable Paid Long Service Leave Act 1985 (WA)*. PI is collected from you or from third parties like your employer, union or other representatives authorised by you and is provided to us. SPI is collected from you (if necessary). Under the *Freedom of Information Act 1992 (WA)* (FOI Act) the public have a legal right to access government documents, including the right to amend PI and SPI relating to you, subject to some limitations. We will only share your PI where necessary to carry out a function under the Act including the performance of the above listed activities as required by law or with your permission. Our Privacy Policy details how to access and change your PI and SPI, as well as the privacy complaints process. For complete details go to wa.gov.au/organisation/myleave-construction-long-service-board-wa/myleave-information-privacy-policy or call us on 08 9476 5400.