

Privacy and Responsible Information Sharing (PRIS): Collection Notice TAFE Governing Council Member Appointments

The Department of Training and Workforce Development (DTWD) collects personal information for the purposes of assessing suitability for appointment and the administration of the appointments process to any peak Governance Boards or Councils managed by DTWD, including but not limited to TAFE Governing Councils, State Training Board or Training Accreditation Council.

The information collected may include:

- name;
- contact details;
- qualifications;
- employment history;
- referee details;
- completed Fit and Proper Person Declaration;
- completed Private Interests Declaration; and
- any other information required for the appointments process.

During the assessment and appointment process, your personal information may be accessed and used by DTWD's Director General and authorised officers, a Nomination Committee assessment panel, the Minister for Skills and TAFE and staff from the Ministerial Office, and other authorised persons involved in the appointments process. Your personal information may also be disclosed where authorised or required by law.

Access to your personal information will be restricted to those persons who require access for assessment, appointment administration and record keeping purposes. Your personal information will be treated with confidentiality and sensitivity and retained meeting relevant legislation and State Records Office requirements.

Providing the requested information is voluntary. However, if you choose to not provide the requested information, DTWD may not be able to assess your suitability for appointment or progress your application.

You may request access to, or correction of, your personal information by contacting tafegovernance@dtwd.wa.gov.au

If you are appointed, your name and certain other appointment-related information may be publicly disclosed where required by legislation, government policy, annual reporting obligations or other lawful authority.

For more information about how the Department manages personal information, you are encouraged to review the DTWD Privacy Policy available on the *Policy and guidelines* section of Department's website at: www.wa.gov.au/organisation/departments-of-training-and-workforce-development