

Privacy Notice: Temporary Election Workforce

This collection notice applies to anyone who applies to become a Temporary Election Workforce member of Australian Electoral Commission (the 'AEC'). This privacy notice explains:

- what information the AEC will collect about you during this process
- how the AEC will use, disclose, store and secure this information; and
- how you can access and correct this information.

This collection notice should be read in conjunction with the [AEC Privacy Policy](#).

Collection

The AEC will collect and store the information and supporting documentation you provide us when making an application to the AEC through EmployMe. The information we collect includes:

- Full name
- Gender (includes an option not to say)
- Email
- Residential address
- Postal address
- Date of birth
- Mobile number
- Driver's license
- Australian citizenship status
- Aboriginal or Torres Strait Islander status
- Whether you have a disability (optional)
- Whether you need assistance (type of assistance is optional)
- Pending criminal charges
- Prior convictions
- Full name of a contact person
- Mobile number of your contact person

We may also collect information about your COVID-19 vaccination status if you are applying to work in rural or remote populations.

By providing us with your 'contact person's' personal information, you confirm that you have the requisite consent to share that personal information with us for the purposes set out in this notice. You should let them know you have provided us with their information and that they can access their personal information retained by us by contacting the AEC Privacy Officer.

Sensitive information

The AEC is required to handle your personal information in accordance with the *Privacy Act 1988* (Cth) ('Privacy Act') and it is recognised that some of the information being collected includes sensitive information for the purposes of the Privacy Act. Sensitive information is a subset of 'personal information' and includes information and opinion on racial or ethnic origin, religious beliefs, criminal record, membership of professional or trade associations, and health information. We will only collect this type of information with your consent and when necessary to facilitate your employment with us.

Financial information

If your application to become a Temporary Election Worker is successful, you will be requested to provide your financial information in EmployMe so you can be paid. The information we collect includes:

- Bank account name
- BSB number
- Bank account number
- Bank/Branch
- Tax File Number (TFN) (optional)
- Superannuation account name
- Superannuation details

Use and disclosure

Establishing the Temporary Election Workforce using EmployMe, is crucial to enabling the AEC to complete one of its core functions; facilitating Australian elections under the *Commonwealth Electoral Act 1918* (Cth).

The AEC collects personal information in EmployMe to enable individuals to apply and join the Temporary Election Workforce, and if deemed suitable to work on current and future federal election events.

Specifically, your personal information collected in EmployMe will be used by the AEC to:

- enable you to complete a Registration of Interest
- enable you to complete a police check
- if your application is successful;
 - be onboarded as a Temporary Election Worker
 - determine and process your pay and other entitlements
 - support you in your work with us
- contact you in relation to your employment with the AEC on current and future federal election events
- contact you in relation to other employment opportunities with state or territory electoral bodies facilitating state and territory election events
- seek feedback based on your work experience with the AEC.

The AEC will only use your personal information, or disclose it to a third party, in very limited circumstances where:

- the use or disclosure is required or authorised by law; or
- if a permitted general situation under section 16A of the Privacy Act applies.

For example, we may disclose your personal information to third parties in the event of an emergency.

We will obtain your consent for any specific use or disclosure of your personal information not covered by this collection notice or the [AEC Privacy Policy](#).

Storage and destruction

The AEC will store your personal information to allow the AEC to be able to carry out the functions and purposes outlined above. All information will be securely stored in accordance with the AEC's security policies and the Australian Government's Protective Security Policy Framework.

The AEC will collect and store the information and supporting documentation you provide us when making an application to the AEC through EmployMe, and all other information collected throughout your employment. This information will become part of your employment record for both current and future election events, until such time your application is cancelled by you or the AEC. AEC records, including records containing personal information, are created, kept and destroyed in accordance with the *Archives Act 1983* and the preservation and destruction provisions in the Electoral Act.

When the personal information that we collect is no longer required, and there is no law, or court or tribunal order requiring it to be maintained, or becomes subject to the destruction requirements in the Electoral Act, we delete or destroy it in a secure manner.

Access to and correcting information

Under the Privacy Act you have the right to ask for access to personal information that the AEC holds about you, and ask that personal information be corrected. You can ask for access or correction by contacting the Privacy Officer using the details below. If you ask, the AEC must give you access to your personal information, and take reasonable steps to correct it if the AEC considers it is incorrect.

Contact us

For further assistance, or if you wish to contact the AEC about this notice or the collection of your information, please contact the AEC's Privacy Officer.

You can make a privacy enquiry or complaint in writing, over the phone or through our online forms. Also note that our [Privacy Policy](#) contains information about how you can complain about a breach of the Australian Privacy Principles, and how the AEC will deal with such a complaint.

In writing: The Privacy Officer
Australian Electoral Commission
Locked Bag 4007
Canberra ACT 2601
Australia

Over the phone: 13 23 26

Online forms: You can make a privacy enquiry through our [online privacy enquiry form](#).
You can make a privacy complaint in writing, over the phone, or through our [online complaints form](#) by selecting 'Privacy' from the drop-down menu.

Assisted contact options are also available.

More detailed information about the way the AEC handles your personal information is set out in our [Privacy Policy](#). You can also obtain further information from the [Office of the Australian Information Commissioner website](#), or by telephone on 1300 363 992.