

# The AFP Locally Engaged Employee Program PRIVACY NOTICE AND CONSENT REQUEST

**Afghan Locally Engaged Employee Program**

**Privacy Notice**

The Australian Federal Police (AFP) accepts applications for the Afghan locally engaged employee (LEE) program.

This form is in two parts:

* part 1: a Privacy Notice that explains how the Australian Federal Police (AFP) will collect, use and share your personal information and, if applicable, your family members’ personal information in relation to your application for certification under the Afghan Locally Engaged Employee (LEE) Program; and
* part 2: a request for your consent.

**Part 1: Privacy Notice**

**Summary**

AFP may collect, use and share your personal information:

* to assess and manage your application under the Afghan LEE Program;
* to evaluate, audit or assess the Afghan LEE Program;
* to refer you to more appropriate visa application processes, if applicable; and
* for research and development of policies or programs relevant to AFP’s functions.

We may collect and share your information from and with other parties. This may include other Australian Government agencies; and individuals, organisations and Governments in other countries.

Please advise us immediately if you do not want AFP to contact a particular person or entity if, for example, you have concerns for your safety.

If you complete part 2 of this form, you are consenting to AFP collecting and managing your personal information as set out in this Privacy Notice.

For more detail, read the below notice or AFP’s privacy policy available at <https://www.afp.gov.au/about-us/privacy>.

This Privacy Notice explains how AFP will manage your and, if applicable, your family members’ personal information in accordance with the Australian *Privacy Act 1988* (**Privacy Act**).

**Why will AFP collect your information?**

AFP collects your personal information to manage the Afghan LEE Program, including:

* to assess and manage your application under the Afghan LEE Program;
* to evaluate, audit or assess the Afghan LEE Program;
* to refer you to more appropriate visa application processes, if applicable; and
* for research and development of policies or programs relevant to AFP’s functions.

AFP may have already collected your personal information (including sensitive information) for one or more of the above purposes. This statement will provide you with information on how AFP proposes, with your consent where necessary, to manage that information moving forward.

**What types of information will AFP collect about you?**

To manage the Afghan LEE Program, AFP will need to collect your personal information and if relevant, the personal information of your family members. This may include the following information:

* full name;
* date of birth;
* contact details, including email, phone number and address;
* gender;
* country of residence, citizenship and/or birth;
* identity, travel, passport and visa information or documents; and
* employment and financial information (including, employment status, occupation/career history and reference details).

AFP may also collect sensitive information, including:

* language, ethnic, religious and cultural background information;
* health information, including medical history, test results and reports; and
* any criminal history information.

**How will AFP collect your information?**

AFP will collect this information directly from you and from other people such as:

* Australian Government agencies and departments, including the Department of Home Affairs (Home Affairs), the Department of Defence (Defence) and the Department of Foreign Affairs and Trade (DFAT); and
* other individuals, organisations or Governments, where it is required to verify any information that you provided to us in your application.

Please only provide information that you are comfortable with providing. It is your choice what personal information you provide to us in relation to the application.

If AFP does not collect your personal information, AFP may not be able to assess or manage your application under the Afghan LEE Program.

**How will AFP use and share your information?**

AFP will use and share your personal information and the personal information of your family members to manage the Afghan LEE Program, including:

* to assess and manage your application under the Afghan LEE Program;
* to evaluate, audit or assess the Afghan LEE Program;
* to refer you to more appropriate visa application processes, if applicable; and
* for research and development of policies or programs relevant to AFP’s functions.

**Who will AFP share your information with?**

AFP may share your personal information with:

* Australian Government agencies or departments, including Home Affairs, Defence and DFAT;
* agents of AFP, including contractors engaged by AFP to assist with, or evaluate, the Afghan LEE Program or AFP’s operations more broadly;
* any other individual, organisation or government agency or department (including in other countries) to verify the information that you provided to us in your application; and
* Australian Government Ministers with responsibility for the Afghan LEE Program, or a House or Committee of the Parliament of the Commonwealth of Australia.

**Sharing your information outside Australia**

AFP may share your personal information with other parties outside Australia, including in your home country, who are able to assist AFP to assess your application under the Afghan LEE Program.

**AFP’s Privacy Policy and contact details**

AFP’s Privacy Policy (available at <https://www.afp.gov.au/about-us/privacy>) contains important information, including:

* how you can access and correct personal information AFP holds about you; and
* how you can complain about a privacy breach.

**Part 2: Request for Consent**

Participation in the Afghan LEE Program is voluntary.

By completing this form **(please tick to confirm):**

|  |  |
| --- | --- |
|  | I **consent** to AFP collecting and handling my personal information in accordance with this Privacy Notice, including AFP disclosing that information to parties located outside of Australia. |
|  | I **acknowledge** and **agree** that AFP will not be responsible under the Privacy Act for how a party outside of Australia handles my personal information. |

If you supply personal information to us about another person **(please tick to confirm):**

|  |  |
| --- | --- |
|  | I **represent** and **warrant** that I am authorised to do so and that the relevant person has consented to the disclosure of that information to AFP and to AFP’s collection and handling of that information in accordance with this Privacy Notice. |

Signature of applicant

Date (dd/mm/yyyy)

Full name

Taskera number

Passport/travel document number

If you are unable to print and sign this declaration, AFP will accept an electronic signature. An electronic signature includes typing a name in electronic format, scanning and pasting a physical signature into an electronic document, or a name appearing in the ‘from’ field in an email.