

Travel and Accommodation Subsidy Privacy Statement

The Department of Employment, Small Business and Training (DESBT) is collecting your personal information to assess your eligibility for the Apprenticeship and Traineeship Travel and Accommodation Subsidy.

Information collected may be used by DESBT for generating statistics on the Apprenticeship and Traineeship Travel and Accommodation Subsidy.

Where the personal details provided, such as address, differ from the details already held by DESBT, this information will be used to update the personal details held in appropriate DESBT databases. The information will only be accessed by authorised employees or contractors within DESBT. Some of the information provided in your application will be given to the registered training organisation nominated in your application to verify your training attendance.

Where DESBT is booking a flight or ferry travel on your behalf, your personal details will be provided to the company or booking agent for the company who will be providing the transport.

DESBT will only use your information for these purposes. Your personal information will be handled in accordance with the *Information Privacy Act 2009* and will not otherwise be used or disclosed unless authorised or required by law.