



## / ASA ENTRY LEVEL PROGRAMS PRIVACY & CONSENT NOTICE

You must read this Privacy Notice before commencing any Entry Level Program with the Australian Submarine Agency.

The Australian Submarine Agency (ASA) must comply with the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (Privacy Act), which governs the handling of personal information. This privacy notice is provided in accordance with APP 5 and explains how your personal information will be handled by the ASA when participating in ASA Entry Level Programs.

ASA Entry Level Programs include the Nuclear Graduate Program and all Entry Level Program participants sourced through partnership pathways including but not limited to Defence General Entry Level Programs such as:

- Defence STEM Cadets;
- Defence School Leavers; and
- Graduate Entry Level Pathways.

The ASA uses Defence authorised software Survey Manager delivered by an Australian based company, Australian Survey Research Pty Ltd (ABN 73 105 204 475).

Your personal information will be collected by Survey Manager, on behalf of the Australian Submarine Agency, and will be used to facilitate surveys collecting data relative to:

Program Rotation Bids – internal and external (including ASA divisions and Commonwealth Agency and Industry Partner Bids);

Pre, during and post Program feedback;

Program Rotation Participant Preferences; and

De-identified program reporting.

Your personal information will not be used for any of the following purposes:

direct marketing; and

disclosure to other participating Commonwealth Agencies or Industry Partners,

unless you have expressly authorised such disclosure.



The types of personal information that will be collected include:

Title;

Name;

Email Address;

Phone Number;

Resume;

Tertiary Qualification(s) (transcript);

Program Position, Business Division / Branch / External Organisation (for external rotations); and

Security Clearance Level.

Personal information collected by the ASA and Survey Manager in the course of delivering ASA Entry Level Programs may be disclosed to the following:

ASA People Services Branch staff members to facilitate the Entry Level Programs and produce de-identified reports from information collected in the surveys.

ASA People Services Branch staff where you have requested contact. Personal information provided may include your name, contact number and email address.

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Staff of participating AUKUS, Commonwealth Agencies or Industry Partners within Australia who have an established Memorandum of Understanding or Legal Deed in place offering reciprocal external rotation secondments for ASA entry level program participants. Personal information provided may include your name, contact number, email address, resume and where required evidence of tertiary qualification(s).

All personal information collected by Survey Manager will be stored in Australia. Further, your personal information will be retained and deleted within 90 days following the calendar year in which you complete your entry-level program.

If you do not provide your personal information, or if that information is incomplete or inaccurate, this may impact the effectiveness of your participation in ASA Entry Level Programs. This may also result in an aspect of your program requirements not being met.

During participation in ASA Entry Level Programs, it is recommended that you exercise discretion when disclosing personal information and if you provide any personal information to external AUKUS, Commonwealth Agencies or Industry Partners, the information you provide to them will be subject to that organisation's privacy policy.

**Survey Participation in ASA Entry Level Programs:**

During participation in the ASA Entry Level Programs, you will be asked to complete pre, during and post program surveys from the ASA. Participation in the surveys is not compulsory, however, may impact effectiveness of your participation in the program. Any information provided will only be used for the purpose of establishing program rotations, monitoring program participant progress, informing continuous improvement initiatives, program service delivery enhancements and producing de-identified reporting requirements for the ASA. However, if you request to be contacted by an ASA People Services Branch staff member during a survey, some of your personal information, including



your name, contact number and email address will be provided to an ASA People Services Branch staff member to enable them to initiate contact with you.

#### Privacy Policy:

For information about how Survey Manager protects the personal information it collects, the Survey Manager Privacy Policy can be viewed here: [Survey Manager Privacy Policy](#).

The Defence Privacy Policy can be obtained at [Privacy Policy | About | Defence](#) or by requesting a copy from the Australian Submarine Agency Privacy team by emailing: [asa.governance@defence.gov.au](mailto:asa.governance@defence.gov.au). The policy contains general information about the different types of personal information collected by Defence and how individuals can request access to or correction of their personal information. The Defence Privacy Policy also provides advice about how to raise potential breaches of privacy. The Australia Submarine Agency privacy team can be contacted by email at [asa.governance@defence.gov.au](mailto:asa.governance@defence.gov.au)

By accepting a position and participating in ASA Entry Level Programs, you are deemed to have read, acknowledged and agreed to the above Privacy and Consent Notice.

If you have any further questions in relation to this privacy notice please contact the People Services Branch Nuclear Graduate Program team at: [nucleargradprogram@defence.gov.au](mailto:nucleargradprogram@defence.gov.au)

