

Privacy Notice for DLAP Trainers

The Driver Licensing Access Program (**DLAP**) reporting system (**Reporting System**) was implemented by Transport for NSW (TfNSW) for Service Providers to use for effective data collection, storage and reporting, to help with informed decision-making and measure performance against the DLAP objectives. Your personal information will be collected as part of your participation in the DLAP.

TfNSW is committed to protecting the privacy of your personal information in accordance with the *Privacy and Personal Information Protection Act 1998* (**PPIP Act**). This privacy notice provides you with information on how TfNSW will handle your personal information in accordance with the PPIP Act.

What personal information is TfNSW collecting?

TfNSW in administering DLAP will collect personal information from Service Providers, Trainers and Participants. As part of their reporting requirements under DLAP, service providers collect the following information from trainers:

- First name, middle name, last name,
- Service location,
- Aboriginal (Y, N, prefer not to say),
- Trainer type (Facilitator, Supervising Mentor Driver, Driving Instructor),
- Status (active/suspended/terminated/resigned), Start date, End date, Reason for leaving,
- Licence details (Licence number, State, Expiry date, Class (C only), type (Unrestricted),
- Work With Children Check (WWCC) ID, WWCC check expiry date, WWCC validated (Y/N), Attachments (include attachment type e.g. Qualifications, Checks, Other),
- Facilitator qualification (Certificate IV in Training Assessment / Experience delivering to Aboriginal communities),
- Supervising driver training completed (Y/N), supervising driver (paid/volunteer), in-house instructor (Y/N), driving instructor licence details (DI licence number, expiry date, Class (C)).

Why is this information being collected?

TfNSW's purpose in implementing the Reporting System is to track Service Providers' performance and to enable TfNSW to undertake effective program evaluation. These two objectives meet those set out in section 2B(1)(e) and (h) of the *Transport Administration Act 1988*.

Who will receive your personal information?

Your personal information may be disclosed to the following types of people:

- members of the Aboriginal Engagement team within the Customer, Strategy and Technology division;

- members of the Safe Systems and Programs team and Safer People team within the Safety, Environment and Regulation Division (summarised data only); and
- TfNSW suppliers who administer the Reporting System.

Otherwise, TfNSW will not disclose your personal information without your consent or unless permitted or required to by law.

How can you access your personal information?

You may request access to personal information which TfNSW has collected about you by sending an email to aboriginal_engagement@transport.nsw.gov.au with the details of the information you are seeking.

You may request to have your personal information amended if it is not accurate, complete or up-to-date by contacting your Service Provider.

Which agency is collecting and holding your personal information?

TfNSW is collecting and holding your personal information. TfNSW's head office is at 231 Elizabeth Street, Sydney NSW 2000.

How to find out more about privacy

Your information will be managed by TfNSW in accordance with the PPIP Act. For further information, please see TfNSW's Privacy Management Plan.

If you have a concern or complaint about the way your personal information has been collected, used or disclosed you should contact:

Privacy Team
Legal, Privacy & Information Access Branch
Transport for NSW
PO Box K659
Haymarket NSW 1240