



# Safeguarding Australia's Military Secrets

## Privacy Statement



SAMS Team

Version 2.0



## SAMS Privacy Statement

**PART 1: Why we collect personal information**

1. This Privacy Statement explains how the SAMS team within the Department of Defence (Defence) will handle your personal information.
2. The Safeguarding Australia's Military Secrets (SAMS) Team, on behalf of Defence, may collect, use and/or disclose personal information, including sensitive information, for the purposes of managing Foreign Work Authorisation (FWA) requests under the Defence Act 1903 (Cth).
3. The SAMS team administers the policy relating to FWA requests, as well as managing FWA requests which are received. The FWA process collects an individual's personal and sensitive information to assess the suitability of an individual to be granted an FWA.

**PART 2: What information do we collect?**

4. The SAMS Team collects personal and sensitive information about you through the FWA form to undertake our functions to assess your FWA request, including:
  - a) identifying information (name, data of birth, citizenship etc)
  - b) contact information (such as permanent residential address, phone number and email)
  - c) information about current and previous employment including any Defence-related service (or reservist or Defence APS service), and details of the relevant foreign employment for which the FWA is being requested
  - d) general information such as Australian passport details and details of security clearances and details of training received during your service or employment.
5. The SAMS team will provide you with a collection notice at the time we collect your personal information.

**How do we use and disclose the information we collect?**

6. The SAMS team only uses and discloses personal information in accordance with the *Privacy Act 1988*.

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7. The SAMS Team will use and/or disclose your personal information for the purpose of which it was collected. The SAMS Team may disclose your personal information to other persons or entities in other certain circumstances, such as where:
  - a) you have consented; or
  - b) the disclosure is required or authorised by or under an Australian law or a court/tribunal order.
8. Without the collection of all relevant personal information, the SAMS Team may not be able to provide advice or assistance required for the determination of a FWA.
9. Personal information collected by the SAMS Team is secured appropriately and all reasonable steps are taken to ensure the information is protected against loss, unauthorised access, use, modification, disclosure or other misuse.
10. Your information may also be de-identified (that is your identity will not be disclosed) and included in aggregate form for the purposes of reporting, evaluation and policy development.

### PART 3: MORE INFORMATION – Complaints, correction or access

11. The SAMS Team is committed to protecting the personal information of all requestors. The SAMS Team is not authorised to collect intelligence information and is not an Intelligence Agency as defined by the *Intelligence Services Act 2001*.
12. The SAMS Team is not authorised to collect information for any other intelligence purposes.
13. If you have any questions about how the SAMS Team uses your personal information, or if you consider the SAMS Team may have breached the Australian Privacy Principles (**APP**), please contact the Defence Privacy team by way of [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au).
14. For further information, please refer to the [Defence Privacy Policy](#). This includes how to access or correct personal information.