

# CAPS Apprentice/Trainee Registration Form - Privacy Collection Notice

The NSW Department of Education (the Department) administers the Continuing Apprentices and Trainees Placement Service (CAPS). CAPS supports apprentices and trainees whose training contracts have ended early to connect with new employers and continue their formal training to complete their qualification.

## **Privacy Notice**

The Department is committed to protecting the privacy of your personal and health information in accordance with the Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act) and Health Records Information Privacy Act 2002 (NSW) (HRIP Act).

## **What we collect:**

The Department collects limited personal and health information to assist in finding suitable apprenticeships or traineeship placements.

We will collect the following personal information from you:

- Your details including your date of birth and gender
- Contact details
- Your location
- Training status
- Resume
- Employment preferences
- Aboriginal and/or Torres Strait Islander status
- Disability

Providing this information is voluntary; however, if you do not provide all necessary details, it may limit our ability to help you secure placement or provide support services.

## **How we use your information:**

Your information is used to identify and connect you with registered employers and support services. We handle your information securely and share it only with registered employers who are seeking apprentices or trainees and authorised Department teams as permitted by NSW privacy laws.

The Department will not otherwise disclose your personal information to third parties unless authorised by law. The Department may use your information to evaluate and improve the program. We take steps to de-identify your personal information when we produce reports and case studies.

## **Your rights:**

Your information is collected, used, managed, and protected under the PPIP Act and HRIP Act. Your information is securely stored following Department policies and retained only while necessary in line with Department record keeping practices to provide placement services or as legislated.

You have the right to access your personal information at any time by contacting [legal.privacy@det.nsw.edu.au](mailto:legal.privacy@det.nsw.edu.au). Any information published about your experience as an apprentice or trainee is done with your consent.

For more information on how your data is managed, visit the Department's Privacy Standards or contact [legal.privacy@det.nsw.edu.au](mailto:legal.privacy@det.nsw.edu.au). For more information about the program or if you need to update or correct your information, please contact [CAPS@det.nsw.edu.au](mailto:CAPS@det.nsw.edu.au).

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