



Australian Government



**Inclusive
Employment
Australia**

Finding careers for people with disability

Keeping your information private

Inclusive Employment Australia



Easy Read version



How to use this document



We are the Australian Government
Department of Social Services.

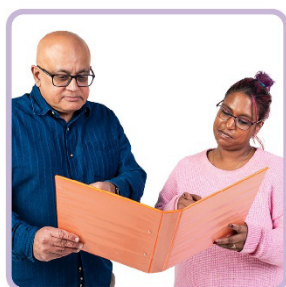
We wrote this document.



We wrote some words in **bold**.

We explain what these words mean.

There is also a list of these words on page 19.



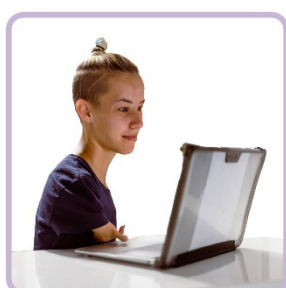
You can ask someone you trust for support to:

- read this document
- find more information.



This is an Easy Read summary of
another document.

It only includes the most important ideas.



You can find the other document
on our website.

www.dss.gov.au/inclusive-employment-australia

What's in this document?

About Inclusive Employment Australia	4
--------------------------------------	---

How will your provider use your information?	7
--	---

What information will your provider collect?	9
--	---

Who will your provider share your information with?	11
---	----

What if you change your mind?	14
-------------------------------	----

Contact us	17
------------	----

Word list	19
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About Inclusive Employment Australia

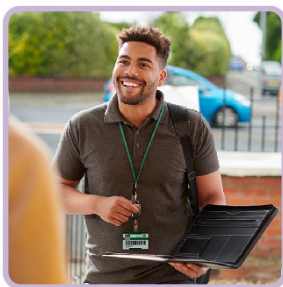
Inclusive Employment Australia is a program that supports people with disability to:



- get ready for a job
- find a job
- keep a job.



We call it the program.



A **provider** is an organisation that supports people to find and keep a job.

A person can choose their provider.



The program has providers with experience in supporting people with disability.



The program started on 1 November 2025.



It replaced Disability Employment Services (DES).

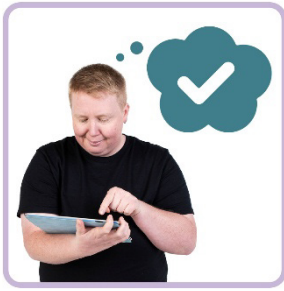


Before you start the program, you need to:

- fill out a form
- give us **consent**.



Consent is when you say it is okay for someone to do something.



Your provider should give you information in a way you understand before you consent.



Your provider needs your consent to:

- collect your information
- use and share your information.



Not giving your consent might affect the support your provider can give you.

How will your provider use your information?



We will use your information to give you support through the program.

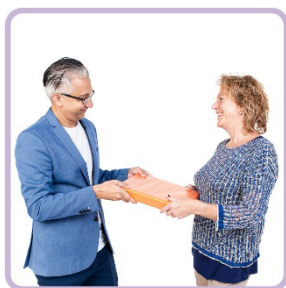


This includes using your information to:

- decide if you can use the program
- find out what your work needs are
- help you find a job.



We will keep your information on the Inclusive Employment Australia computer system.



We will also share your information with your provider.



Your provider needs your information to help you:

- find the right job for you
- keep the right job.



Your provider will follow rules about keeping your information private.



For example, they will follow the Privacy Act 1988 (Cth).

The Privacy Act is a law about how to keep information safe.



They will also let us know right away if they think your information isn't safe anymore.

What information will your provider collect?

Your provider might collect:



- your contact details – like your name and phone number



- your date of birth



- the languages you speak



- your **culture**.

Culture is the way a group of people live and what they believe.

Your provider might collect information about:



- your health



- what help or supports you need



- whether you have committed any crimes.



Your provider might also collect your **advocate**'s contact details.

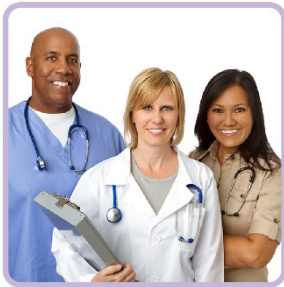


An advocate is someone who can:

- support you
- help you have your say
- give you information and advice.

Who will your provider share your information with?

Your provider might share your information with:



- health care professionals



- people who support you to make decisions – like your advocate



- other support providers



- government organisations who might support you.



Your provider might also share your information with **employers**.



An employer is a person who hires other people to work for them.



Your provider will share your information with the Australian Government.



Different parts of the government that help manage the program will use your information.



This includes:

- Services Australia
- the Department of Social Services
- the Department of Employment and Workplace Relations.

What if you change your mind?



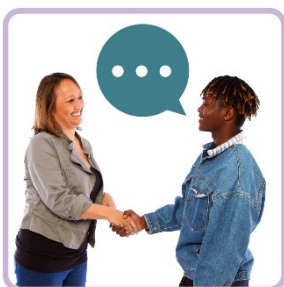
You should talk to your provider if you are worried about your information.



Your provider can usually show you the information they have about you.



You can also change your mind about giving consent to share your information.



You will need to talk to your provider about this.



But it's important to know that this might affect the services you can use.

If you don't give consent, this might affect:



- the support your provider can give you



- your **income support payment**.



Income support payments are for people who need extra support to pay for everyday costs.

For example, if a person doesn't have a job yet.



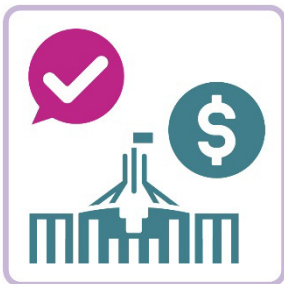
It could also affect the Centrelink payments you might get.



For example, if you get a payment because your disability affects how much you can work.



It could affect your **mutual obligations** if you don't give your consent.



Mutual obligations are things a person needs to do while they get income support.



For example, they might have to:

- look for a job
- take part in training or study.



You also might not be able to get your Centrelink payments if you don't do your mutual obligations.

Contact us



You can call the National Customer Service Line.

1800 805 260



You can use the National Relay Service if you:

- are deaf or hard of hearing
- find it hard to speak using the phone.

There are 2 ways you can use this service:



1. TTY – Type and read

1800 555 677



2. Speak and listen

1800 555 727



You can ask them to connect you to the National Customer Service Line phone number.

1800 805 260



You can also visit the National Relay Service website.

www.accesshub.gov.au



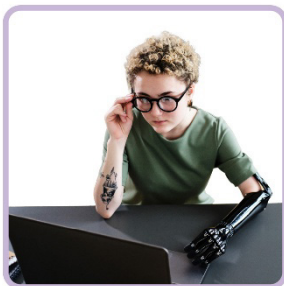
If you need help in a language other than English, you can call the Translating and Interpreting Service.

13 14 50



You can ask them to connect you to the National Customer Service Line phone number.

1800 805 260



You can visit our website.

www.dss.gov.au/inclusive-employment-australia

Word list

This list explains what the **bold** words mean.



Advocate

An advocate is someone who can:

- support you
- help you have your say
- give you information and advice.



Consent

Consent is when you say it is okay for someone to do something.



Culture

Culture is the way a group of people live and what they believe.



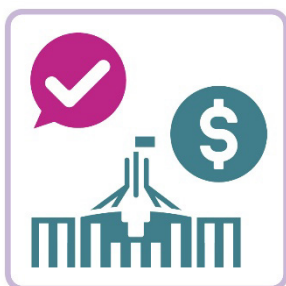
Employer

An employer is a person who hires other people to work for them



Income support payment

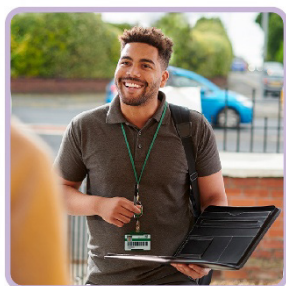
Income support payments are for people who need extra support to pay for everyday costs.



Mutual obligations

Mutual obligations are things a person needs to do while they get income support.

For example, they might have to take part in training or study.



Providers

A provider is an organisation that supports people to find and keep a job.

A person can choose their provider.



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