



Privacy Fact Sheet

Inclusive Employment Australia

Inclusive Employment Australia is the Australian Government's specialist disability employment program. The Department of Social Services runs the program. It started on 1 November 2025 and replaced the former Disability Employment Services (DES) program.

The Inclusive Employment Australia Program (the **program**) supports the Australian Government's commitment to provide:

- employment services that focus more on participants
- more flexible and tailored supports
- access for more job seekers
- better quality services
- higher wage subsidies to help create job opportunities.

When you start with your Inclusive Employment Australia provider (**provider**), they will ask you to complete one of these forms:

- an Inclusive Employment Australia Privacy Notice and Consent Form (Privacy Consent Form), or
- a Direct Registration Form.

These forms are called 'Privacy Consent Forms'. They explain how your provider will manage your personal information.

How will we use your personal information?

Providers will use your personal and sensitive information to support you under the program. This includes working out if you can join the program, understanding your work needs, helping you get ready for work, and helping you find and keep a job. Your information will also be stored in the program's (information technology) IT system.

Sharing your personal information

Why do I need to share my personal information with a provider?

A diverse network of providers deliver the program. If you agree to share your personal information, your provider will use this to help you get ready for work and find and keep a job. This includes information about your:

- health
- work adjustment needs
- interests and goals
- education
- work history.

Your provider must use and manage your information in line with the *Privacy Act 1988* (Cth). Your provider must tell the Department straight away if your personal information is accessed, stolen, or shared with the wrong people and/or without your permission.

How will I agree to share my personal information with third parties?

Your provider will ask you to sign a Privacy Consent Form. The form asks if your provider can collect and share relevant information with others to help you get ready for work and find and keep a job.

Finding careers for people with disability

You can choose that you do not consent to share your information with certain people or organisations as listed on the form, such as employers, community support organisations or other programs.

If you do not agree to share certain information, your provider may not be able to give you all available services and this could affect your ability to meet your Mutual Obligations or Compulsory Requirements.

Even if you choose not to share your information with certain people or organisations, there are still services your provider will be able to support you with, such as helping you to write a resume, or prepare for an interview.

Who can my personal information be shared with?

If you consent to sharing your personal information, it may be shared with:

- health care professionals
- your advocate or nominee
- other support providers
- potential employers
- government organisations that may support you.

What information do we collect?

Personal information may include:

- contact details, such as your name, where you live, and your phone number
- your date of birth
- your advocate's contact details
- what help or supports you need.

Sensitive information may include:

- your culture
- the language you speak
- your health and medical information
- whether you have a criminal record.

Finding careers for people with disability

This information helps your provider understand what support you need to find and keep the right job for you.

Your provider can show you the information they hold about you. If you are worried about how your personal information is being managed, please talk to your provider.

Can I change my mind about sharing my personal information?

Your provider will share your personal information with the Department because the Department has contracted your provider to deliver the program.

The Department will share your information with Department of Employment and Workplace Relations (DEWR) and Services Australia because these agencies help administer the program.

You can tell your provider if you do not want your information shared with certain people or organisations, such as potential employers, other providers, or health professionals.

If you withdraw your consent, your provider may not be able to give you all the available services. It may also have implications for your mutual obligation requirements.

How is my information protected?

The *Privacy Act 1988* (Cth) protects your information.

Where can I find more information?

You can find more information in the Department's Privacy Policy.