SCHEDULE OF DOCUMENTS

Doc No	Description of document	Relevant part of the request	Decision
1	*Privacy Impact Assessment* Disability Employment Services (DES) Reforms: Inclusive Employment Australia (IEA) and the National Panel of Assessors (NPA Date of finalisation –14 March 2025	Item 1	*Release in part* Section 22 – material that is irrelevant to the scope of the request Section 42 – legal professional privilege
2	*Privacy Threshold Assessment* LEX 55556 – Privacy Threshold Assessment – Inclusive Employment Australia Voice of the Participant Survey Date: 28 April 2026	Item 1	*Exempt in full* Section 22 – names and direct contact details of non-SES staff Section 42 – legal professional privilege
3	*Privacy Threshold Assessment* LEX 56096 – Centre for Inclusive Employment Newsletter Date: 5 June 2026	Item 1	*Exempt in full* Section 22 – names and direct contact details of non-SES staff Section 42 – legal professional privilege
4	*Email* Subject: RE: Showcase for Feature 747379: DSS PIA #4 - Restrict limited view for providers viewing participants not on their caseload Date: 23 June 2026	Item 3	*Release in part* Section 22 – names and direct contact details of non-SES staff and other material that is irrelevant to the scope of the request
4a	*Business Requirements Document* Personal Details Limited View To be superseded from 26/06/2026	Item 3	*Release in part* Section 22 – name of non-SES staff and other material that was generated in the PDF conversion process that is irrelevant to the scope of the request Section 47E(d) – certain operations of an agency

4b	*Business Requirements Document* Personal Details Limited (plus) (from 26/06/2026)	Item 3	*Release in part* Section 22 – name of non-SES staff and other material that was generated in the PDF conversion process that is irrelevant to the scope of the request Section 47E(d) – certain operations of an agency
4c	*Business Requirements Document* Personal Details Limited (basic) (from 26/06/2026)	Item 3	*Release in part* Section 22 – name of non-SES staff and other material that was generated in the PDF conversion process that is irrelevant to the scope of the request Section 47E(d) – certain operations of an agency
5	*Email* Subject: RE: Demo/Showcase Assurance - Feature 747379, DSS PIA#4 Date: 28 June 2026	Item 3	*Release in part* Section 22 – names and direct contact details of non-SES staff

DSS - FOI LEX 56804 - Document 1

Maddocks

Department of Social Services

Privacy Impact Assessment

Disability Employment Services (DES) Reforms: Inclusive Employment Australia (IEA) and the National Panel of Assessors (NPA)

Date of analysis – 4 February 2025

Date of finalisation –14 March 2025

This document has been prepared for the Department of Social Services. No other reader should rely on its contents without seeking their own advice.

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Part A Introduction

1. Overview of the Disability Employment Services Reforms

1.1 As part of the 2024-25 Budget, the Australian Government announced several reforms to disability employment services, which aim to:

1.1.1 improve the quality of services for individuals participating in disability employment service programs, and for entities who are employing those individuals, or who may do so;

1.1.2 increase flexibility and individualise supports for participants, whilst reducing complexity and administration; and

1.1.3 create a diverse network of high-quality service providers of disability employment services.

1.2 As part of those reforms, the Department of Social Services (**Department**) is responsible for delivering a new specialist disability employment program from 1 July 2025 to be known as 'Inclusive Employment Australia' (**IEA**, or the **New Program**) which will replace the existing Disability Employment Services Program (**DES Program**).

1.3 The New Program will be delivered over a five-year period from 2025-2030, primarily by a network of employment services providers (**Providers**), with appropriate referral pathways to other third party private sector service providers, and relevant Commonwealth, State and Territory organisations.

1.4 Other components of the reforms include:

1.4.1 continued investment in the National Panel of Assessors (**NPA**) – the NPA is a standing panel of independent assessment service providers (**NPA Providers**) contracted by the Department to provide assessments to support the needs of people with disability in the workplace, including assessments for elements of the New Program; and

1.4.2 the establishment of a Centre for Inclusive Employment (**CIE**) to support the New Program – the CIE will develop best practice, evidence-based information to help Providers deliver high-quality effective employment services and supports.

1.5 The Department is committed to taking a 'privacy by design' approach in developing and implementing the disability employment reforms and has commissioned this privacy impact assessment (**PIA**) to consider, from an overarching or 'foundational' perspective, the potential privacy impacts associated with New Program and the NPA[1], and to ensure that they will be implemented in a manner consistent with the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles (**APPs**), and privacy best practice.

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2. Overview of the New Program

2.1 The key objective of the New Program is to help persons whose main barrier to employment is their disability, injury, or a health condition (**Participants**)[2] to prepare for, secure and maintain sustainable employment in the open labour market. The New Program will have some differences to the DES Program in its eligibility and delivery mechanisms, but will maintain key objectives of the DES Program.

2.2 The New Program will emphasise Providers helping to achieve the Department's objectives by:

2.2.1 delivering pre-employment supports that assist Participants to overcome vocational and non-vocational barriers to employment, and help Participants gain the skills and confidence needed to connect to employment opportunities; and

2.2.2 delivering post-employment supports that assist Participants to successfully maintain sustainable employment in the open labour market.

2.3 Providers for the New Program will be selected through an open tender process undertaken by the Department, and will be subject to the requirements set out in an Inclusive Employment Australia Program Deed (**New Program Deed**).

2.4 There will be a process for transitioning individuals who are currently participating in the DES Program (**DES Participants**) to the New Program, so that they can receive services under the New Program. The transition period will commence from April 2025.

2.5 As part of implementing the New Program, the Department will also use a new ICT solution (which will be an enhanced version of that currently used for the administration of the DES Program). It is intended that this new ICT solution (which is referred to in this PIA as the **ICT System**) will enable provision of services for Participants with greater efficiency.

2.6 The ICT System will leverage and use infrastructure and services already developed for the Workforce Australia employment services program, and will be made available to the Department under arrangements with the Department of Employment and Workplace Relations (**DEWR**).

2.7 The transition to the ICT System will also involve migration of some data which was collected as part of the DES Program (**DES Data**) from the system currently used for the DES Program to the new ICT System.

2.8 The administration and management of the New Program (including the ICT System) and the NPA will involve the Department handling a broad range of information about:

2.8.1 Participants (personal information about Participants is described in this PIA as **Participant Information**);

2.8.2 people with disability in, or about to enter, the workplace who are undertaking or will undertake workplace assessments to support their needs, only some of whom will be also be Participants (such individuals are described as **Clients**, and personal information about them is described as **Client Information**); and

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2.8.3 individuals involved in delivering the New Program, that is:

(a) personnel of Providers (**Provider Personnel**) (personal information about these individuals is **Provider Personnel Information**);

(b) personnel of NPA Providers (**NPA Provider Personnel**), including those engaged to undertake workplace assessments for Clients on behalf of the NPA Provider (these individuals are **Assessors** and personal information about Assessors is **Assessor Information)**;

(c) personnel of businesses or other entities who have or may employ a Participant or Client (**Employers**) (such individuals are **Employer Personnel**, and personal information about them is **Employer Personnel Information)**;

2.8.4 personnel of:

(a) the Department (such individuals are **DSS Personnel**, and personal information about them is **DSS Personnel Information**); and

(b) DEWR who are responsible for providing ICT support services to the Department in relation to the ICT System (such individuals are **DEWR Personnel**, and personal information about them is **DEWR Personnel Information**).

2.9 The information described in paragraph 2.8 above will include both 'personal information' and 'sensitive information' as defined in the Privacy Act.

3. Structure of this PIA Report

3.1 This PIA report is comprised of the following Parts:

3.1.1 **Part A [Introduction]** – this Part sets out an overview of the Disability Employment Services reforms, some background about the New Program and the NPA (including some important defined terms), and information about the structure of this PIA report;

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3.1.4 **Part D [Detailed Examination – Participant User Journeys]** – this Part contains:

(a) the 'project description' for this user journey, setting out the information flows for how personal information about Participants (i.e., Participant Information) will be handled in connection with the New Program; and

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3.1.5 **Part E [Detailed Examination – Provider Personnel, Employer Personnel, DSS Personnel and DEWR Personnel User Journeys]** – this Part contains:

(a) the 'project description' for this user journey, which describes how personal information about these individuals will be handled in connection with the New Program; and

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3.1.6 **Part F [Detailed Examination – Use of the ICT System for the New Program]** – this Part contains a privacy assessment of the new ICT System, which will be used to facilitate the delivery of the New Program (which links back to the risk and recommendations summarised in s 42

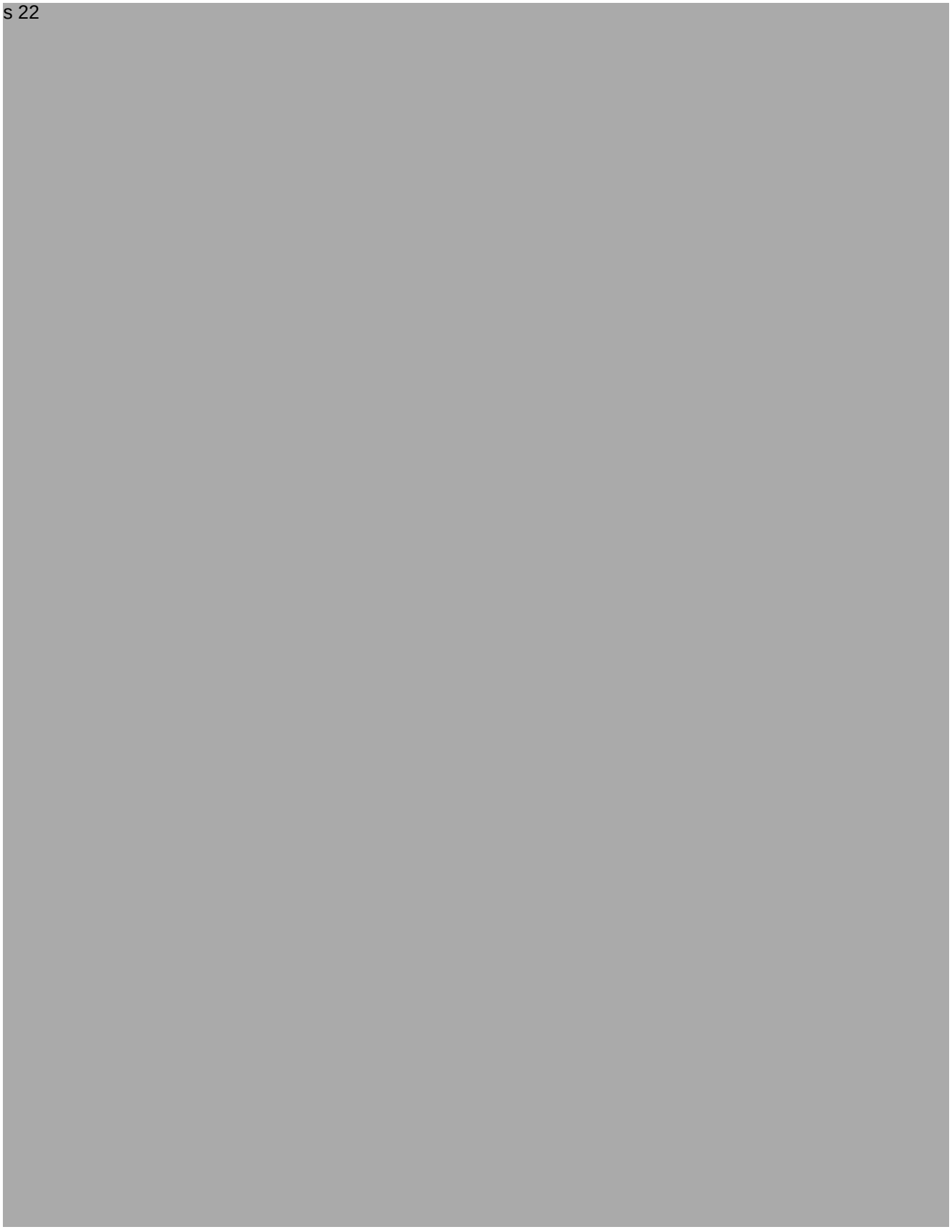
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Part D Detailed Examination – Participant User Journeys

PROJECT DESCRIPTION AND INFORMATION FLOWS

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Step 1b: Participant directly registers with a Provider

18.15 Participants may opt to participate in the New Program by directly registering with a Provider (i.e. without being referred by Services Australia). In this case, the Provider will be responsible for collecting information from the individual and confirming their eligibility for the New Program.

18.16 A Provider must only directly register a Participant if the individual:

18.16.1 are eligible or provisionally eligible for the New Program, or the special eligibility criteria which makes them exempt from assessment in an ESAt/JCA; and

18.16.2 are not already participating in the New Program (being assisted by that Provider or another Provider), or in any Other Employment Program.

18.17 The Provider will be responsible for obtaining information from the individual to determine whether the eligibility criteria are satisfied. If the individual requires an ESAt/JCA, the Provider can refer the individual to Services Australia for assessment, and if the ESAt/JCA confirms that the New Program is appropriate and the individual is eligible, the individual will be referred back to the directly registering Provider.

18.18 To determine whether the Participant is already participating in the New Program or an Other Employment Program, the Provider will use the ICT System to determine whether the individual already has a record in the ICT System (which will show if they are already participating in the New Program or an Other Employment Program). To do this, the Provider will obtain and enter the individual's name, date of birth, gender and address (which the Provider must obtain directly from the individual) into the ICT System.

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18.19 If the information entered matches that for a record in the ICT System, where the individual is not on the Provider's caseload, the Provider will be only be able to see certain information about them (known as the 'limited view')[25]. The 'limited view' will show the individual's:

18.19.1 title;

18.19.2 first, middle and last names;

18.19.3 preferred name;

18.19.4 gender;

18.19.5 date of birth;

18.19.6 country of birth;

18.19.7 'contact by' (that is, preferred method of contact);

18.19.8 interpreter;

18.19.9 communication aids;

18.19.10 email address;

18.19.11 home number;

18.19.12 mobile number;

18.19.13 fax number;

18.19.14 work number;

18.19.15 postal address;

18.19.16 residential address;

18.19.17 Nominee details;

18.19.18 Nominee address;

18.19.19 community contact details;

18.19.20 community contact postal address;

18.19.21 allowance details, including allowance type.

[25] If the Participant has been identified as 'sensitive', their information will be masked with stars by default - see **Part F [Detailed Examination – Use of the ICT System for the New Program]** for more information about the limited view.

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18.20 If the ICT System search query does not return any match (which will indicate that the individual is not already participating in the New Program or any Other Employment Program), the Provider will use the ICT System to create a new record for that individual. This will involve:

18.20.1 creating a Job Seeker ID (**JSID**) for the individual which must be linked to their Centrelink Reference Number (**CRN**)[26] (this is to ensure consistency of information between Services Australia and the ICT System); and

18.20.2 entering other required information, including that set out in paragraph 18.19.

18.21 If the Provider determines that the individual is not already participating in the New Program, or any Other Employment Program, it will use the ICT System to complete a Direct Registration Form (**DRF**) for the Participant. The DRF will assist the Provider to determine whether the Participant meets the eligibility criteria. The DRF will contain a section in which the Provider must confirm that the Participant has provided relevant consent.[27] Completing the DRF may require the Provider to contact Services Australia to arrange for an ESAt/JCA to be undertaken for the individual.

18.22 This information flow will therefore involve:

18.22.1 the Provider **collecting** and **using** Participant Information to determine the Participant's eligibility, and to directly register them for the New Program if they are found to be eligible;

18.22.2 the Provider **disclosing**, and the Department **collecting** and **using**, Participant Information when it is entered by the Provider into the ICT System; and

18.22.3 potentially, the Provider **disclosing** Participant Information directly to Services Australia (other than through the ICT System), and **collecting** Participant Information from Services Australia if required to complete a record for the Participant in the ICT System or determine the eligibility criteria (e.g. if a Participant requires a ESAt/JCA to be performed).

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[redacted]

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[26] If the Participant does not have a CRN, the Provider must contact Services Australia and request that one be created for the Participant. This information flow is outside the scope of this PIA.

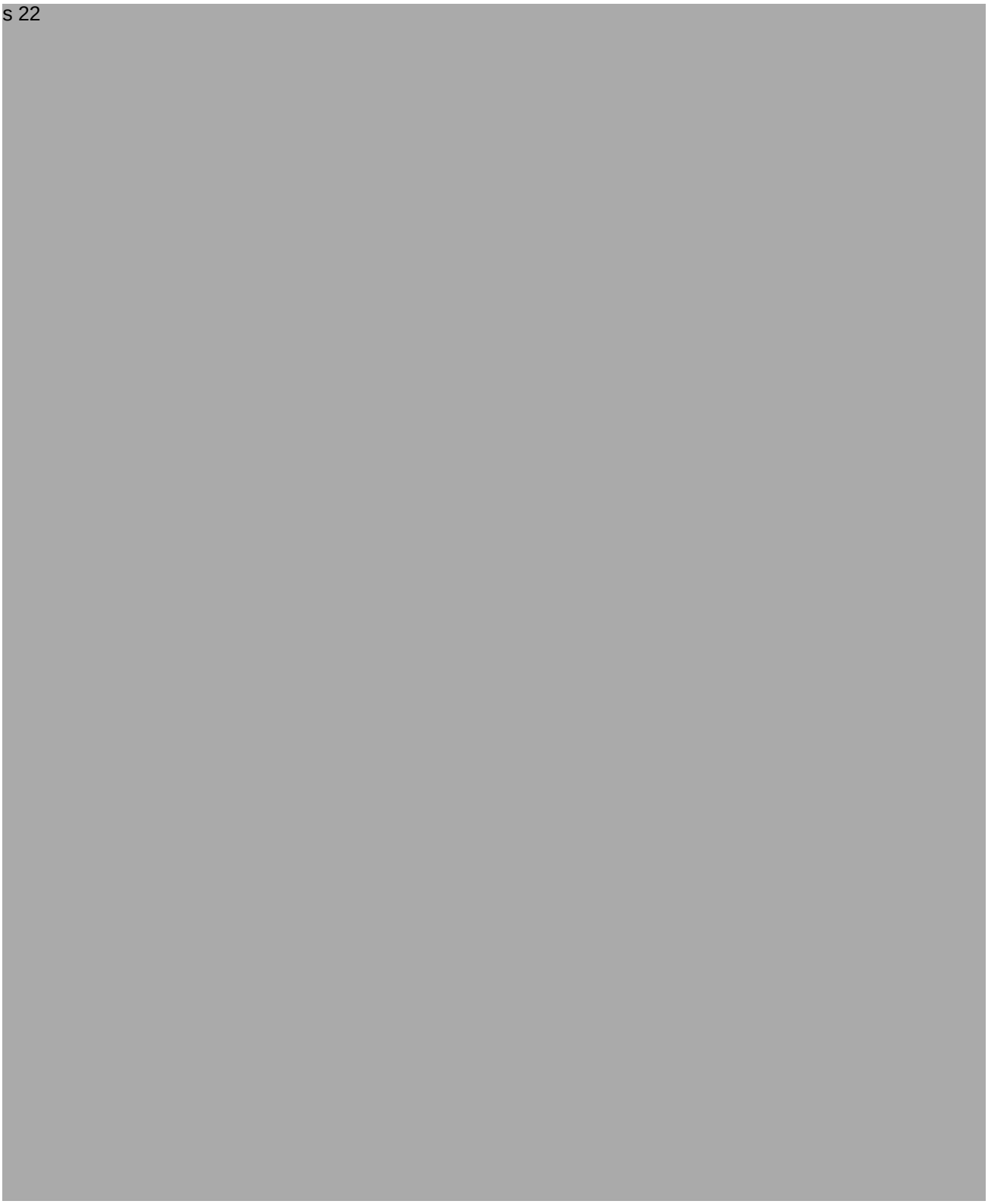
[27] The current DRF used for the DES Program will be updated for the New Program.

[28] This is through an interface known as WAOI. See also **Part F [Detailed Examination – Use of the ICT System for the New Program]**.

Part F Detailed Examination – Use of the ICT System for the New Program

PROJECT DESCRIPTION AND INFORMATION FLOWS

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s 22

[redacted]

27. Access to the ICT System

27.1 The following individuals will be able to access the ICT System (to different degrees, depending on their access permissions):

27.1.1 Participants;

27.1.2 personnel of Providers (**Provider Personnel**);

27.1.3 Departmental personnel (**DSS Personnel**);

27.1.4 DEWR ICT personnel responsible for providing ICT support services to the Department in relation to the ICT System (**DEWR Personnel**);

27.1.5 personnel of NPA Providers (**NPA Provider Personnel**); and

27.1.6 personnel of Employers (**Employer Personnel**).

27.2 Information about how Participants, DSS Personnel, DEWR Personnel, Provider Personnel. NPA Provider Personnel and Employer Personnel will access the ICT System is set out below.

[67] We understand that no Program Data will flow to the DEWR data analysis platform used to analyse Workforce Australia data.

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s 22

[redacted]

Access to the ICT System by Provider Personnel

27.6 Unless a Provider has made arrangements for integration of their own ICT systems with the ICT System (see paragraph 27.14 below), Provider Personnel will access the ICT System via WAOP.

27.7 The **New Program Deed** will require Provider Personnel to comply with the Department's security policies, including the *Security Policy for External Employment Services Providers and Users* (**Security Policy**), which requires Providers to:

27.7.1 comply with the privacy and fraud provisions in their contracts; and

27.7.2 only use the ICT System for authorised purposes.

27.8 The Department intends to implement a delegated security model, under which Providers will determine which of their Provider Personnel require access to the ICT System for the purposes of providing services under the New Program. The ICT System will leverage existing processes used by Workforce Australia to enable Provider Personnel who have been authorised by their Provider to authenticate their identity and be given access to the ICT System.[73]

[71] We have used the term 'Nominee' to include both individuals who have been appointed to act for a Participant under relevant legislation (e.g. Part 3A of the *Social Security (Administration) Act 1999* (Cth)), and those who have otherwise been accepted by the Department as having legal power to act for a Participant.

[72] This would be a breach of the myGov terms of service, which specifies that a user "must not allow someone else to sign in or use (their) myGov account."

[73] This will involve the use of the myGov, myID and RAM solutions (consideration of these solutions is out of scope for this PIA).

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27.9 In effect, this means that:

27.9.1 a Provider will nominate two or more Provider Personnel to be 'Organisational Security Contacts' (or 'OSCs') who, subject to verification undertaken by the Department, who, subject to verification undertaken by the Department, will be able to create access credentials and assign access permissions to other Provider Personnel within their organisations; and

27.9.2 the Department will disclose personal information about the OSCs to DEWR, to enable DEWR to:

(a) create corresponding profiles in DEWR's eSAM for the OSCs; and

(b) assign each OSC with a **User ID**.

27.10 However, before accessing the ICT System, Provider Personnel will be required to complete training modules in the Learning Centre.[74] The Department will instruct DEWR to assign the relevant training modules to Provider Personnel via eSAM.

27.11 Once all assigned training modules have been completed, the Learning Centre will prompt eSAM to enable the Provider Personnel's access to the ICT System, allowing the Provider Personnel to login to WAOP using their myID.

27.12 Each time a Provider Personnel logs into the ICT System, they will be required to accept an **eSAM Declaration** which currently requires them to:

27.12.1 declare that:

(a) *'I understand that access to various applications is managed by the Department of Jobs and Small Business (the Department) [75] through the e-SAM system. The Department will use my personal information to monitor my use of relevant Government ICT Systems as part of managing and administering the ICT systems, protecting against unauthorised access, verifying security problems and ensuring compliance with relevant policies';*

(b) *'I must report all suspected breaches of Government ICT Systems to the appropriate IT Security team'; and*

(c) *'My access may be suspended immediately without notice where it is suspected or alleged that there has been inappropriate usage of data, records and information and/or where the obligations outlined above have not been met'; and*

27.12.2 acknowledge that DEWR:

(a) *'is collecting this information for the purposes of verifying your identity to determine whether access is provided to Government ICT systems';*

(b) *'may use this information for the purposes of managing and administering ICT systems, protecting against unauthorised access, verifying security problems and ensuring compliance with policy';*

[74] The Learning Centre is an existing application hosted on ESS Web 1.0 for the purposes of the DES Program, but its content (and relevant training modules) will be updated for the New Program.

[75] The Department intends that this declaration will be updated (e.g. to replace the reference to the previous Department of Jobs and Small Business).

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(c) *'may disclose personal information of some users to other entities which use the Department's e-SAM system, such as the Department of Education and Training, for the purposes mentioned [in the eSAM Declaration]'; and*

(d) *'will not otherwise disclose this information unless it is required or authorised by or under law. Alternatively the Department may seek your consent to disclose this information'.*

27.13 Once logged into the ICT System, Provider Personnel will be able to access:

27.13.1 all information in the ICT System about all Participants who have been allocated in the ICT System[76] to receive services from the Provider (this is described as being *"on the Provider's caseload"*) – all Provider Personnel will have full visibility of the Provider's caseload in order to backfill resources if required (known as the "**full view**"); and

27.13.2 certain information on the ICT System in relation to Participants who are not on the Provider's caseload (known as the "**limited view**") – Provider Personnel require visibility of the below information in a Participant search index to ensure that, when directly registering Participants, duplicate records are not being created in the ICT System:

(a) title;

(b) first, middle and last names;

(c) preferred name;

(d) gender;

(e) date of birth;

(f) country of birth;

(g) 'contact by' (that is, preferred method of contact);

(h) interpreter;

(i) communication aids;

(j) email address;

(k) home number;

(l) mobile number;

(m) fax number;

(n) work number;

(o) postal address;

(p) residential address;

[76] This can occur a number of ways – see paragraph 18 of **Part D [Participant User Journey]** of this PIA.

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(q) Nominee details;

(r) Nominee address;

(s) community contact details;

(t) community contact postal address; and

(u) allowance details, including allowance type.

27.14 Alternatively, Providers may be authorised to use their own IT system that has been accredited in accordance with DEWR's ESAF, which includes the **RFFR** approach. In such a case:

27.14.1 DEWR will undertake an initial assessment of the Provider's system (in accordance with the ESAF) and make a recommendation to the Department about whether that system should be accredited in accordance with the ESAF;

27.14.2 if the Department approves that Provider system, DEWR will work with the Provider to enable information to be automatically transferred to and from the ICT System to the accredited Provider system (i.e. Provider Personnel will use the Provider system to access the Program Data that they could otherwise access directly in the ICT System, and to edit or add additional Program Data; and the Provider system will automatically send that data to update the ICT System); and

27.14.3 the Department will work with DEWR to ensure that all Providers comply with the ESAF, in accordance with Providers' obligations under the New Program Deed.[77]

s 22

[redacted]

[77] Any information flows associated with accreditation in accordance with the ESAF are outside the scope of this PIA.

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From: s 22
To: s 22
Cc: s 22
Subject: RE: Showcase for Feature 747379: DSS PIA #4 - Restrict limited view for providers viewing participants not on their caseload [SEC=OFFICIAL]
Date: Tuesday, 23 June 2026 11:05:42 AM
Attachments: Participant Summary - Personal Details Limited View - to be superseded from 26-06-2026.docx
Participant Summary - Personal Details Limited (plus) (from 26-06-2026).docx
Participant Summary - Personal Details Limited (basic) (from 26-06-2026).docx

---

Hi All,

I had some follow-up items from the showcase last week.

1. **Send specifications for before-and-after comparisons**

These are attached.

2. **Send number of days after exit for each contract type**

Here is what I currently have. It's implemented in ADW so can be changed if necessary.

Program	Days
s 22	
Inclusive Employment Australia	**294**
s 22	

s 22

s 22
Business Analyst

Job Seeker Connections Team

Phone s 22

-----Original Appointment-----
From: s 22
Sent: Friday, 12 June 2026 9:28 AM
To: s 22
s 22

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DSS - FOI LEX 56804 - Document 4

s 22

Cc: s 22

Subject: Showcase for Feature 747379: DSS PIA #4 - Restrict limited view for providers viewing participants not on their caseload
When: Thursday, 18 June 2026 1:00 PM-2:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.
Where: Microsoft Teams Meeting

Hi All,

Please join me for the showcase for Feature 747379: DSS PIA #4 - Restrict limited view for providers viewing participants not on their caseload.

The functionality that I am showcasing incorporates the feedback that I received from many of you in consultations late last year about what providers need to manage payments and funds after exit, and service participants in activity placements.

Please note that I have scheduled the meeting to suit the availability of our DSS colleagues, whose calendars I can't see. Unfortunately I won't be able to accommodate many requests to reschedule the showcase because of double-bookings. I beg your forbearance and flexibility. The showcase will be recorded for those who can't attend.

s 22 *[he/him]*
Business Analyst

Job Seeker Connections Team | Employment Systems Delivery Branch
Digital Experience and Solutions Division
Australian Government Department of Employment and Workplace Relations
Phone s 22
www.dewr.gov.au

Microsoft Teams meeting

s 22

s 22

Need help? | System reference

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Dial in by phone

s 22 [redacted]

Join on a video conferencing device

s 22 [redacted]

For organizers: Meeting options | Reset dial-in PIN

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Australian Government
Department of Employment, Skills, Small and Family Business

Digital Solutions Division

Business Requirements Document

Personal Details Limited View

To be superseded from 26/06/2026

Summary Table

Author	s 22
Date	23/06/2026 09:55
Excluded Requirements by Status	Requirements excluded with Deleted, Ignore In Doc Generation, Superseded status.

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Limited view 4
Program Eligibility (Service Provider View) «Web Page» .....Error! Bookmark not defined.
Program Eligibility (Service Provider View) «Web Page» .Error! Bookmark not defined.
Program Eligibility - Service Provider View.....Error! Bookmark not defined.
Status «Table Column» .....Error! Bookmark not defined.
GUIElement6 «Horizontal Line».....Error! Bookmark not defined.
Programme «Table Column» .....Error! Bookmark not defined.
Action «Table Column».....Error! Bookmark not defined.
Make Referral «Link» .....Error! Bookmark not defined.
GUIElement7 «Horizontal Line».....Error! Bookmark not defined.
GUIElement8 «Horizontal Line».....Error! Bookmark not defined.
Make Referral Link «Decision».....Error! Bookmark not defined.
Programme Column «Decision» .....Error! Bookmark not defined.
Status Column «Decision» .....Error! Bookmark not defined.
Decision1 «Decision».....Error! Bookmark not defined.
Elements «Panel» .....Error! Bookmark not defined.
Job Seeker details «Panel» 5
Country of birth «Text Box» 5
Date of birth «Text Box» 5
First name «Text Box» 6
Gender «Text Box» 6
Last name «Text Box» 6
Middle name «Text Box» 6
Personal characteristics and circumstances «Text Box» 6
Preferred name «Text Box» 7
Title «Text Box» 7
View program eligibility «Button» 8
Address and contact details «Panel» 8
Communication aids «Text Box» 8
Community contact details «Text Box» 8
Community contact postal address «Text Box» 8
Contact by «Text Box» 8
Fax number «Text Box» 8
Home number «Text Box» 8
Interpreter «Text Box» 8
Mobile number «Text Box» 8
Nominee address «Text Box» 8
Nominee details «Text Box» 8
Postal address «Text Box» 8
Residential address «Text Box» 8
Email address «Text Box» 8
Work number «Text Box» 8
Allowance details «Panel» 8
Allowance type «Text Box» 9
Registration summary «Panel» 9
Registration summary 9
Registration date «Text Box» 9

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s 22

DSS - FOI LEX 56804 - Document 4a

Personal Details Limited view «Tab»

Provider will be given limited personal details information when the job seeker does not have an active contract referral with the provider.
limited personal details information includes:

- Personal details
- Contact details
- Address details
- Registration date
- Allowance type

Note: A user (departmental or provider) will be provided certain other details information such as Client note, Group by and Special Requirements, if they are in the same programme in context the job seeker is placed / referred.
Note: If no information is returned by the relevant APIs for any of the fields under the above section then, system will populate the field value as 'No data recorded' unless otherwise specified.

Tag	Value
Accessible Name	Personal details
Display Label	Personal details
State	Enabled
Visible	Conditional

Limited view

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DSS - FOI LEX 56804 - Document 4a

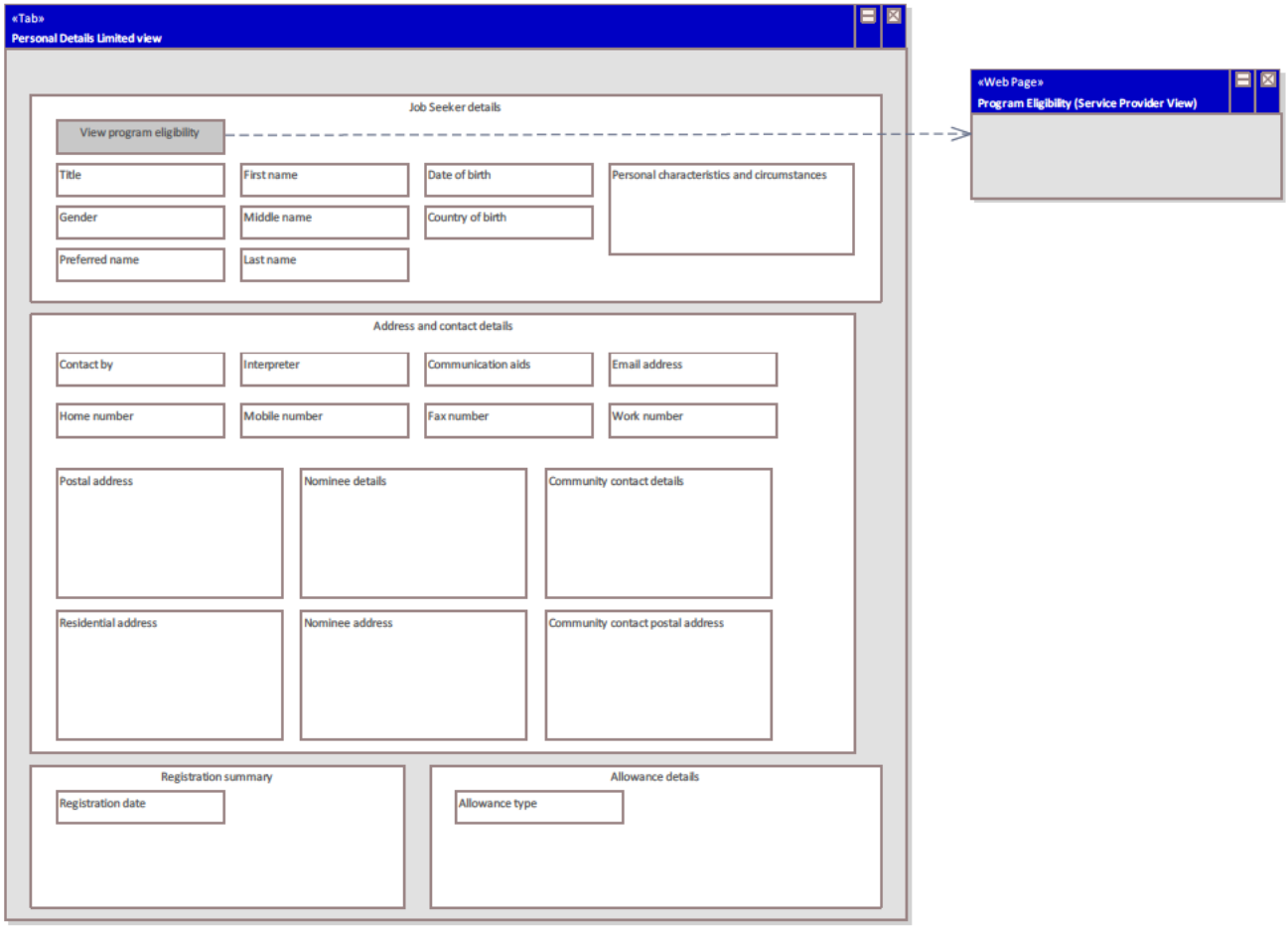


Figure 1

Job Seeker details «Panel»

Tag	Value
Display Label	None
Visible	Yes

Country of birth «Text Box»

Tag	Value
Accessible Name	Country of birth
Display Format	Alpha
Display Label	Country of birth
Field Source	Long description from s 47E(d) table for s 47E(d)
State	Read Only
Visible	Yes

Date of birth «Text Box»

Tag	Value
Accessible Name	Date of birth
Display Format	Date

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DSS - FOI LEX 56804 - Document 4a

Tag	Value
Display Label	Date of birth
Field Source	s 47E(d)
State	Read Only
Visible	Yes

First name «Text Box»

Tag	Value
Accessible Name	First name
Display Format	Alphanumeric
Display Label	First name
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Gender «Text Box»

Tag	Value
Accessible Name	Gender
Display Format	Alpha
Display Label	Gender
Field Source	Long description from s 47E(d) table for s 47E(d)
State	Read Only
Visible	Yes

Last name «Text Box»

Tag	Value
Accessible Name	Last name
Display Format	Alphanumeric
Display Label	Last name
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Middle name «Text Box»

Tag	Value
Accessible Name	Middle name
Display Format	Alphanumeric
Display Label	Middle name
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Personal characteristics and circumstances «Text Box»

This text box shows up to five of the following;

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Proof of identity
If s 47E(d) = 1
then display 'Proof of Identity confirmed'
else display 'Proof of identity not confirmed'

Australian Citizen
If s 47E(d) = 1
then display 'Australian citizen'
else display 'Not an Australian citizen'

Aboriginal and Torres Strait Islander
use BR-PMJSP-0033

Culturally or Linguistically Diverse
If s 47E(d) = 1
then display 'Culturally or linguistically diverse'
else do not display this item

Early School Leaver
If s 47E(d) = 'EOL'
then display 'Early school leaver'
else do not display this item

Tag	Value
Accessible Name	Personal characteristics and circumstances
Display Format	Alphanumeric
Display Label	Personal characteristics and circumstances
Field Source	Derived
State	Read Only
Visible	Yes

Preferred name «Text Box»

Tag	Value
Accessible Name	Preferred name
Display Format	Alphanumeric
Display Label	Preferred name
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Title «Text Box»

Tag	Value
Accessible Name	Title
Display Format	Alpha
Display Label	Title

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DSS - FOI LEX 56804 - Document 4a

Tag	Value
Field Source	Long description from s 47E(d) code table for s 47E(d)
State	Read Only
Visible	Yes

View program eligibility «Button»

Tag	Value
Accessible Name	View program eligibility
Display Label	View program eligibility
State	Enabled
Visible	Yes

Address and contact details «Panel»

Communication aids «Text Box»

Community contact details «Text Box»

Community contact postal address «Text Box»

Contact by «Text Box»

Fax number «Text Box»

Home number «Text Box»

Interpreter «Text Box»

Mobile number «Text Box»

Nominee address «Text Box»

Nominee details «Text Box»

Postal address «Text Box»

Residential address «Text Box»

Email address «Text Box»

Work number «Text Box»

Allowance details «Panel»

Tag	Value
Display Label	None
Visible	Yes

Allowance type «Text Box»

Registration summary «Panel»

s 22

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DSS - FOI LEX 56804 - Document 4a

Tag	Value
Display Label	None
Visible	Yes

Registration summary

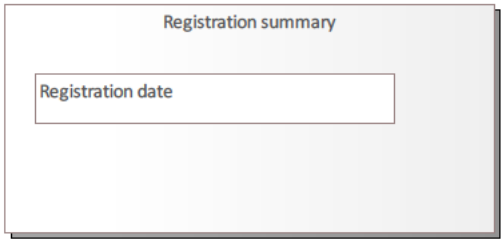


Figure 3

Registration date «Text Box»

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DSS - FOI LEX 56804 - Document 4b

Australian Government
Department of Employment, Skills, Small and Family Business

Digital Solutions Division

Business Requirements Document

Personal Details Limited (plus) (from 26/06/2026)

Summary Table

Author	s 22
Date	23/06/2026 10:46
Excluded Requirements by Status	Requirements excluded with Ignore In Doc Generation status.

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DSS - FOI LEX 56804 - Document 4b

BR-PMJSP-0148 Description 4
BR-PMJSP-0150 Limited view (plus) 4
Limited view (plus) 4
Participant details «Panel» 5
First name «Text Box» 5
Gender «Text Box» 5
Last name «Text Box» 5
Middle name «Text Box» 6
Preferred name «Text Box» 6
Title «Text Box» 6
View program eligibility «Button» 6
Year of birth «Text Box» 6
Address and contact details «Panel» 7
Interpreter «Text Box» 7
BR-RGADC-0053 7
BR-RGADC-0062 7
Residential address «Text Box» 7
Email address «Text Box» 7
Fax number «Text Box» 8
Home number «Text Box» 8
Mobile number «Text Box» 8
Work number «Text Box» 9

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DSS - FOI LEX 56804 - Document 4b

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DSS - FOI LEX 56804 - Document 4b

Personal Details Limited (plus) (from 26/06/2026) «Tab»

Tag	Value
Accessible Name	Personal details
Display Label	Personal details
State	Enabled
Visible	Conditional

BR-PMJSP-0148 Description

The participant summary page appears in four views;

1. Full view
2. Limited view (plus)
3. Limited view (basic)
4. Restricted view

BR-PMJSP-0150 Limited view (plus)

The page is presented in limited view (plus) for service providers when;

1. the provider has an activity referral placement with the job seeker with;
   - status code = s 47E(d) or
   - status code = s 47E(d) and end date = null, or
   - status code = and end date + number of days in s 47E(d) > system date

or

2. the provider has a contract referral with the job seeker with;
   - status code = s 47E(d), and
   - outcome recorded date + number of days in s 47E(d) > system date.

* this related code table will control the number of days after exit for activity referrals.

* this related code table will control the number of days after exit for contract referrals for each contract type.

Limited view (plus)

s 22

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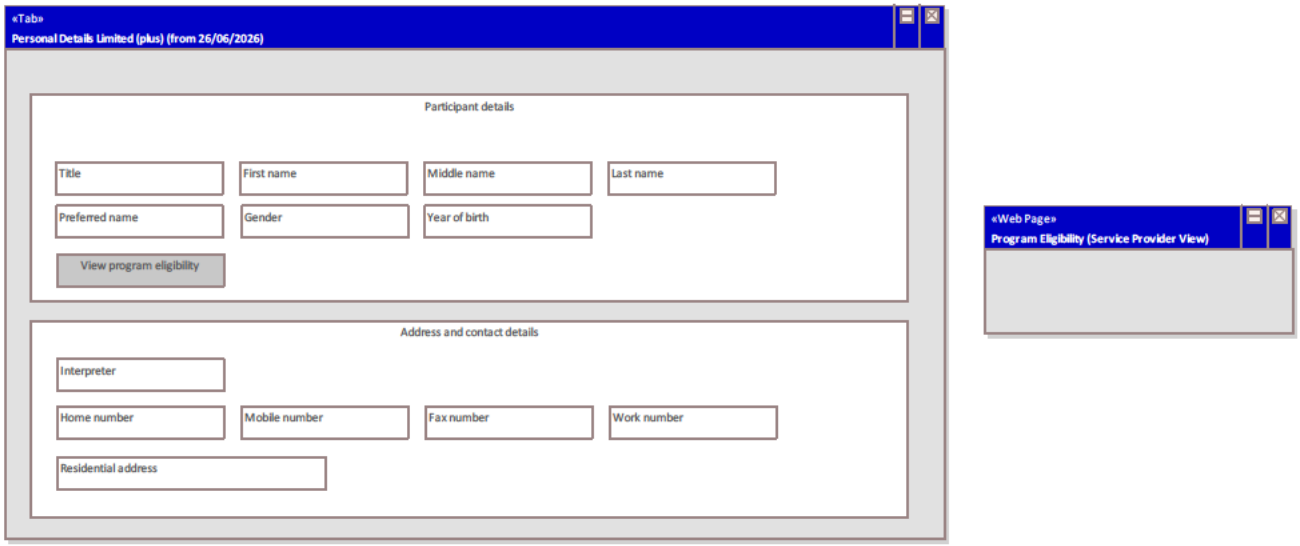


Figure 1

Participant details «Panel»

Tag	Value
Display Label	None
Visible	Yes

First name «Text Box»

Tag	Value
Accessible Name	First name
Display Format	Alphanumeric
Display Label	First name
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Gender «Text Box»

Tag	Value
Accessible Name	Gender
Display Format	Alpha
Display Label	Gender
Field Source	Long description from s 47E(d) table for s 47E(d)
State	Read Only
Visible	Yes

Last name «Text Box»

Tag	Value
Accessible Name	Last name
Display Format	Alphanumeric
Display Label	Last name

s 22

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DSS - FOI LEX 56804 - Document 4b

Tag	Value
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Middle name «Text Box»

Tag	Value
Accessible Name	Middle name
Display Format	Alphanumeric
Display Label	Middle name
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Preferred name «Text Box»

Tag	Value
Accessible Name	Preferred name
Display Format	Alphanumeric
Display Label	Preferred name
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Title «Text Box»

Tag	Value
Accessible Name	Title
Display Format	Alpha
Display Label	Title
Field Source	Long description from s 47E(d) code table for s 47E(d)
State	Read Only
Visible	Yes

View program eligibility «Button»

Tag	Value
Accessible Name	View program eligibility
Display Label	View program eligibility
State	Enabled
Visible	Yes

Year of birth «Text Box»

Tag	Value
Accessible Name	Year of birth
Display Format	Numeric
Display Label	Year of birth
Field Source	Year part of s 47E(d)

s 22

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DSS - FOI LEX 56804 - Document 4b

Tag	Value
State	Read Only
Visible	Yes

Address and contact details «Panel»

Interpreter «Text Box»

Determine which interpreter language to display using BR-RGADC-0053

Tag	Value
Accessible Name	Interpreter
Display Format	Alpha
Display Label	Interpreter
Field Source	Long description from s 47E(d) code table for s 47E(d)
State	Read Only
Visible	Yes

BR-RGADC-0053

When a job seeker has both a DHS-sourced interpreter language and an ESS-sourced interpreter language, only the DHS-sourced language is displayed.

Renumbered from BR-RGJSK-0424

BR-RGADC-0062

If the interpreter language is English s 47E(d), then display "Not required"

Residential address «Text Box»

Use JskAddress with AddressTypeCode = 'R'

Show Locality + PostCode

Tag	Value
Accessible Name	Residential address
Display Format	Alphanumeric
Display Label	Residential suburb and postcode
Field Source	Derived
State	Read Only
Visible	Yes

Email address «Text Box»

DIsplays the job seeker's email address if the job seeker's notification preference is email

Technical Notes
s 47E(d)

s 22

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DSS - FOI LEX 56804 - Document 4b

Tag	Value
Accessible Name	Email address
Display Format	Alphanumeric
Display Label	Email address
Field Source	s 47E(d)
State	Read Only
Visible	Conditional

Fax number «Text Box»

Displays the job seeker's fax number

Tag	Value
Accessible Name	Fax number
Display Format	Numeric
Display Label	Fax number
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Home number «Text Box»

Displays the job seeker's home phone number

Tag	Value
Accessible Name	Home number
Display Format	Numeric
Display Label	Home number
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Mobile number «Text Box»

Displays the job seeker's mobile number

Tag	Value
Accessible Name	Mobile number
Display Format	Numeric
Display Label	Mobile number
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Work number «Text Box»

DIsplays the job seeker's work number

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DSS - FOI LEX 56804 - Document 4b

Tag	Value
Accessible Name	Work number
Display Format	Numeric
Display Label	Work number
Field Source	s 47E(d)
State	Read Only
Visible	Yes

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DSS - FOI LEX 56804 - Document 4c

Australian Government
Department of Employment, Skills, Small and Family Business

Digital Solutions Division

Business Requirements Document

Personal Details Limited (basic) (from 26/06/2026)

Summary Table

Author	s 22
Date	23/06/2026 10:42
Excluded Requirements by Status	Requirements excluded with Ignore In Doc Generation status.

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DSS - FOI LEX 56804 - Document 4c

BR-PMJSP-0148 Description 3
BR-PMJSP-0152 Limited view (basic) 3
Limited view (basic) 3
Participant details «Panel» 3
First name «Text Box» 4
Gender «Text Box» 4
Last name «Text Box» 4
Middle name «Text Box» 4
Preferred name «Text Box» 4
Title «Text Box» 5
View program eligibility «Button» 5
Year of birth «Text Box» 5
Address and contact details «Panel» 5
Interpreter «Text Box» 5
Residential address «Text Box» 5
Fax number «Text Box» 6
Home number «Text Box» 6
Mobile number «Text Box» 6
Work number «Text Box» 7

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s 22

DSS - FOI LEX 56804 - Document 4c

Personal Details Limited (basic) (from 26/06/2026) «Tab»

Tag	Value
Accessible Name	Personal details
Display Label	Personal details
State	Enabled
Visible	Conditional

BR-PMJSP-0148 Description

The participant summary page appears in four views;

1. Full view
2. Limited view (plus)
3. Limited view (basic)
4. Restricted view

BR-PMJSP-0152 Limited view (basic)

The page is presented in limited view (basic) for service providers when the conditions for full, limited (plus), and restricted do not apply.

Limited view (basic)

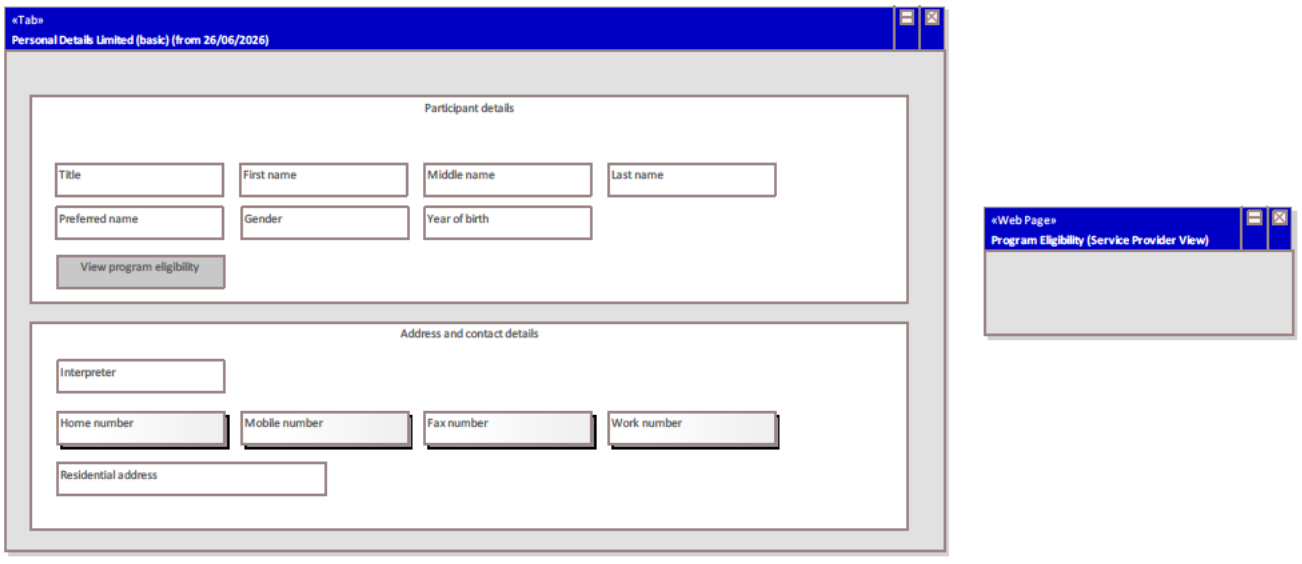


Figure 1

Participant details «Panel»

Tag	Value
Display Label	None

s 22

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DSS - FOI LEX 56804 - Document 4c

Tag	Value
Visible	Yes

First name «Text Box»

Tag	Value
Accessible Name	First name
Display Format	Alphanumeric
Display Label	First name
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Gender «Text Box»

Tag	Value
Accessible Name	Gender
Display Format	Alpha
Display Label	Gender
Field Source	Long description from s 47E(d) table for s 47E(d)
State	Read Only
Visible	Yes

Last name «Text Box»

Tag	Value
Accessible Name	Last name
Display Format	Alphanumeric
Display Label	Last name
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Middle name «Text Box»

Tag	Value
Accessible Name	Middle name
Display Format	Alphanumeric
Display Label	Middle name
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Preferred name «Text Box»

Tag	Value
Accessible Name	Preferred name
Display Format	Alphanumeric
Display Label	Preferred name
Field Source	s 47E(d)

s 22

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DSS - FOI LEX 56804 - Document 4c

Tag	Value
State	Read Only
Visible	Yes

Title «Text Box»

Tag	Value
Accessible Name	Title
Display Format	Alpha
Display Label	Title
Field Source	Long description from s 47E(d) code table for s 47E(d)
State	Read Only
Visible	Yes

View program eligibility «Button»

Tag	Value
Accessible Name	View program eligibility
Display Label	View program eligibility
State	Enabled
Visible	Yes

Year of birth «Text Box»

Tag	Value
Accessible Name	Year of birth
Display Format	Numeric
Display Label	Year of birth
Field Source	Year part of s 47E(d)
State	Read Only
Visible	Yes

Address and contact details «Panel»

Interpreter «Text Box»

Determine which interpreter language to display using BR-RGADC-0053

Tag	Value
Accessible Name	Interpreter
Display Format	Alpha
Display Label	Interpreter
Field Source	Long description from s 47E(d) code table for s 47E(d)
State	Read Only
Visible	Yes

Residential address «Text Box»

Use s 47E(d)

s 22

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DSS - FOI LEX 56804 - Document 4c

Show Locality + PostCode

Tag	Value
Accessible Name	Residential address
Display Format	Alphanumeric
Display Label	Residential suburb and postcode
Field Source	Derived
State	Read Only
Visible	Yes

Fax number «Text Box»

Displays last four digits of the job seeker's fax number, with other digits obscured by asterisks

Tag	Value
Accessible Name	Fax number
Display Format	Numeric
Display Label	Fax number
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Home number «Text Box»

Displays last four digits of the job seeker's home phone number, with other digits obscured by asterisks

Tag	Value
Accessible Name	Home number
Display Format	Numeric
Display Label	Home number
Field Source	s 47E(d)
State	Read Only
Visible	Yes

Mobile number «Text Box»

Displays last four digits of the job seeker's mobile number, with other digits obscured by asterisks

Tag	Value
Accessible Name	Mobile number
Display Format	Numeric
Display Label	Mobile number
Field Source	s 47E(d) where

s 22

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DSS - FOI LEX 56804 - Document 4c

Tag	Value
	s 47E(d)
State	Read Only
Visible	Yes

Work number «Text Box»

Displays last four digits of the job seeker's work number, with other digits obscured by asterisks

Tag	Value
Accessible Name	Work number
Display Format	Numeric
Display Label	Work number
Field Source	s 47E(d)
State	Read Only
Visible	Yes

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From: s 22
To: s 22
Cc: s 22
Subject: RE: Demo/Showcase Assurance - Feature 747379, DSS PIA#4 [SEC=OFFICIAL]
Date: Sunday, 28 June 2026 1:24:57 PM

Thanks s 22, yes I was in the meeting and aside from the question of discrepancy between IEA and WFA re # of days after exit, I had no other question.

Speaking of which, I assume we will stick with the 294 days after exit?

Regards
s 22

From: s 22 @dss.gov.au>
Sent: Friday, 26 June 2026 3:37 PM
To: s 22 @dss.gov.au>
Cc: s 22 @dss.gov.au>; s 22 @dss.gov.au>
Subject: RE: Demo/Showcase Assurance - Feature 747379, DSS PIA#4 [SEC=OFFICIAL]

Referenced attachments are an exact duplicate of Documents 4, 4a, 4b and 4c

Hi s 22

Yes can confirm it was fit for purpose and effective – we had s 22 's team as IEA privacy owners in attendance too who I believe are in agreement .

DEWR also gave us a response on some follow up items (attached).

Cheers,
s 22

From: s 22 @dss.gov.au>
Sent: Friday, 26 June 2026 3:22 PM
To: s 22 @dss.gov.au>
Cc: s 22 @dss.gov.au>
Subject: Demo/Showcase Assurance - Feature 747379, DSS PIA#4 [SEC=OFFICIAL]

Hi s 22,

I am seeking your assurance on the Demos/Showcases conducted by DEWR for **Feature 747379 -** DSS PIA #4 - *Restrict limited view for providers viewing participants not on their caseload*.

Please provide formal endorsement that the content was fit-for-purpose and effective at the time of attendance.

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Kind regards,

s 22

s 22 (She/Her)
A/g Assistant Director
IEA, NPA and JobAccess ICT Delivery
Disability Employment Programs Branch | Disability Employment Group
Department of Social Services
E: s 22 @dss.gov.au **P:** s 22
National Relay Service

The Department of Social Services acknowledges Aboriginal and Torres Strait Islander peoples throughout Australia and their continuing connection to land, water, culture and community. We pay our respects to the Elders both past and present.

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