

# Privacy Notice: Remote Mobile Polling

This collection notice applies to individuals involved in the delivery of Remote Mobile Polling with the Australian Electoral Commission (the AEC).

This privacy notice explains:

- what personal information the AEC will collect from you to support Remote Mobile Polling delivery
- how the AEC will use, disclose, store and secure this information; and
- how you can access and correct this personal information.

This collection notice should be read in conjunction with the [AEC Privacy Policy](#).

## Collection for employees

The AEC will collect and store the personal information and supporting documentation of individuals who are employed to support Remote Mobile Polling delivered by the AEC. The personal information we collect includes:

- Full name
- Gender
- Email address
- Residential address
- Postal address
- Date of birth
- Signature
- Mobile phone number
- Agency/ employee ID (where applicable)
- Australian citizenship status
- Aboriginal or Torres Strait Islander status
- Disability status (optional)
- Pending criminal charges
- Prior convictions
- Mobile number of your contact person
- Driver's licence details
- Contact person full name
- Contact person phone number

We may also request to collect information about your COVID-19 and flu vaccination status if it is required for entry into a remote community or facility where mobile polling will be conducted.

By providing us with your 'contact person's' personal information, you confirm that you have the requisite consent to share that personal information with us for the purposes set out in this notice. You should let them know you have provided us with their information and that they can access their personal information retained by us by contacting the AEC Privacy Officer.

## Collection for other individuals

The AEC may also collect and store personal information that other individuals (including community contacts) provide us to support Remote Mobile Polling delivery. The personal information that we collect from people who are not employees will be limited to:

- Full name
- Email address
- Postal address
- Mobile phone number

### Sensitive information

The AEC is required to handle your personal information in accordance with the *Privacy Act 1988 (Cth)* (the Privacy Act) and it is recognised that some of the information being collected includes sensitive information for the purposes of the Privacy Act. Sensitive information is a subset of 'personal information' and includes information and opinion on racial or ethnic origin, religious beliefs, criminal record, membership of professional or trade associations, and health information. We will only collect this type of information with your consent and when necessary to facilitate your employment with us.

## Use and disclosure

For employees, most personal information will be collected via the AECs EmployMe system. For details on how the information collected in EmployMe is used or disclosed, you can visit the AEC's [Temporary Election Workforce Privacy Collection Notice](#).

For Remote Mobile Polling delivery employment, the AEC may also use the personal information it has collected for:

- Supporting record keeping for Remote Operations Centre and Remote Mobile Polling functions
- Community or facility entry permits
- Travel bookings
- Registering and issuing of AEC issued GPS devices
- Government fleet vehicle authorisation forms
- AEC authorised hire car contracts
- Record of third-party provider training and all remote training completion
- Work Health and Safety and other incident reporting
- Confirmation of valid, full driver's licence

In using your personal information for the above reasons, the AEC may disclose the information to:

- Community organisations or facilities for the purposes of confirming entry requirements
- Whole of Australian Government and authorised accommodation and logistics providers
- GPS providers to support registering to drive Remote Mobile Polling vehicles

- Whole of Australian Government or other authorised hire car providers to drive Remote Mobile Polling vehicles
- Authorised 4WD, First Aid and CPR training providers.
- Other Government partner agencies to support Remote Mobile Polling delivery including completion of Government fleet vehicle authorisation forms, travel and logistics bookings and RSDT safety monitoring.

The AEC will only use your personal information, or disclose it to a third party, in very limited circumstances outside of the above reasons where:

- the use or disclosure is required or authorised by law; or
- a permitted general situation under section 16A of the Privacy Act applies.

For example, we may disclose your personal information to third parties in the event of an emergency. We will obtain your consent for any specific use or disclosure of your personal information not covered by this collection notice or the [AEC Privacy Policy](#).

The personal information of non-employees (e.g. community contacts) will be used for the purposes of contacting individuals to arrange Remote Mobile Polling in the relevant community. This information will not be shared outside of the AEC or our partner agencies, except in the event of an emergency, and will be protected in line with the AEC's Privacy Policy.

## **Storage and destruction**

The AEC will store your personal information to allow the AEC to be able to carry out the functions and purposes outlined above. All information will be securely stored in accordance with the AEC's Protective Security Policy Framework and the Information Security Manual.

For employees, the AEC will collect and store the information and supporting documentation you provide us when making an application to the AEC through EmployMe or other onboarding processes, and all other information collected throughout your employment. This information will become part of your employment record for both current and future election events.

AEC records, including records containing personal information, are created, kept and destroyed in accordance with the Archives Act 1983 and the preservation and destruction provisions in the Electoral Act.

When the personal information that we collect is no longer required, and there is no law, or court or tribunal order requiring it to be maintained, or becomes subject to the destruction requirements in the Electoral Act, we delete or destroy it in a secure manner.

## **Access to and correcting information**

Under the Privacy Act you have the right to ask for access to personal information that the AEC holds about you, and ask that personal information be corrected. You can ask for access or correction by contacting the Privacy Officer using the details below. If you ask, the AEC must give you access to your personal information, and take reasonable steps to correct it if the AEC considers it is incorrect.

## Contact us

For further assistance, or if you wish to contact the AEC about this notice or the collection of your information, please contact the AEC's Privacy Officer.

You can make a privacy enquiry or complaint in writing, over the phone or through our online forms. Also note that our [Privacy Policy](#) contains information about how you can complain about a breach of the Australian Privacy Principles, and how the AEC will deal with such a complaint.

**In writing:** The Privacy Officer  
Australian Electoral Commission  
Locked Bag 4007  
Canberra ACT 2601  
Australia

**Over the phone:** 13 23 26

**Online forms:** You can make a privacy enquiry through our [online privacy enquiry form](#).  
You can make a privacy complaint in writing, over the phone, or through our [online complaints form](#) by selecting 'Privacy' from the drop-down menu.

Assisted contact options are also available.

More detailed information about the way the AEC handles your personal information is set out in our [Privacy Policy](#). You can also obtain further information from the [Office of the Australian Information Commissioner website](#), or by telephone on 1300 363 992.