

# Privacy statement

## Micro-credentialing Program

For the purpose of administering the Micro-credentialing Program, the Department of Employment, Small Business and Training collects information about:

- the organisation applying for funding
- how requested funds will be and have been applied
- individuals participating in projects approved for funding

The Queensland Government manages personal information in accordance with the *Information Privacy Act 2009*

(<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2009-014>)

'Personal information' may include your name, address, phone number, email address, age, gender, your employer, and your position title.

Personal information of the applicant organisation and individuals participating in funded training is collected for the purpose of:

- assessing the organisation's application for Queensland Government public funding programs
- administering any subsequent funding contract awarded
- confirming participant and activity eligibility
- conducting demographic analysis

The department will only use your information for the purpose of administering the Micro-credentialing Program. We will not add you, or participating individuals, to a mailing list, or give your personal information to third parties without your consent, unless required by law.

Personal information (or information that could identify the individual) relating to individuals participating in a Micro-credentialing Program project will not be published by the department without their permission.

Our privacy principles apply to emails as well. Our internet service provider or information technology staff may monitor email traffic for system trouble shooting and maintenance purposes only.

The department uses secure systems to hold your information and takes all reasonable steps to protect the information that we hold against loss, unauthorised access, use, modification, disclosure or other misuse. We use a range of physical, electronic and other security measures to protect the confidentiality and integrity of the personal information we hold.

Please also note the Queensland Government's privacy statement also applies [Privacy | Queensland Government \(www.qld.gov.au\)](#).

