

EMPLOYEE REGISTRATION FORM – CONSTRUCTION

Please complete all the relevant sections of the claim form using **BLACK INK** and write within the boxes with **CAPITAL LETTERS**.

SECTION 1 – EMPLOYER'S DETAILS

Business Name	Registration Number
<input type="text"/>	<input type="text"/>

SECTION 2 – EMPLOYEE DETAILS

Registration No. (If known)	Type of work performed (please note if the employee is an apprentice and attach a training contract)
<input type="text"/>	<input type="text"/>

Given Names	Surname
<input type="text"/>	<input type="text"/>

Date of Birth	Email Address
<input type="text"/>	<input type="text"/>

Postal Address
<input type="text"/>

Suburb	State	Postcode	Contact No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RETURNS ARE COMPLETED QUARTERLY (JAN - MAR APR - JUN JUL - SEP OCT - DEC). FOR BACKDATING SERVICE PLEASE PROVIDE THE EMPLOYEES TOTAL DAYS WORKED AND GROSS ORDINARY WAGES FROM THEIR START DATE TO EITHER 31 MARCH 30 JUNE 30 SEP OR 31 DEC (WHICHEVER DATE IS CLOSEST TO TODAYS DATE).

Start Date	Cease Date (If applicable)	Number of days worked	Gross Ordinary Wages (or 5 day week gross wage)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Registration No. (If known)	Type of work performed (please note if the employee is an apprentice and attach a training contract)
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Given Names	Surname
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Date of Birth	Email Address
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Postal Address
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YOUR PRIVACY

The Long Service Leave Authority (the 'Authority', 'we', 'our' and 'us') is collecting personal and other information in this form to register a worker (either you or one of your employees, if you are an employer doing this on behalf of one of your employees) in the applicable portable long service leave scheme in accordance with Part 4 of the Long Service Leave (Portable Schemes) Act 2009 (ACT) (the 'Act'). We collect, use, disclose and manage personal information in accordance with the Territory Privacy Principles under the Information Privacy Act 2014 (ACT).

The Authority may also collect your personal information: from your employer (e.g. in quarterly long service leave returns); via public sources of information; during compliance and enforcement activities; or from reciprocal authorities (interstate agencies and bodies that are responsible for administering similar portable long service leave schemes), such as if you apply to the Authority for payment of a long service leave entitlement under a corresponding law in another State or Territory; or if you communicate with us including by phone, fax, email, letter, in person or via your authorised representative.

The Authority will use your personal and other information to: maintain your online portal access; maintain and update your personal details on the workers' register and your other records held by the Authority; otherwise administer the portable long service leave scheme(s) applicable to you; administer the Authority's general business requirements; meet our legal and regulatory obligations, including as a territory authority; undertake surveys, monitoring, analysis, compliance and evaluation of the portable long service leave schemes and the Authority's performance of its functions and activities; communicate with you; respond to enquiries and feedback; and provide you with information about our activities, events, news and publications.

Without your personal information, we may be unable to: keep your personal details up-to-date; communicate with you; answer your query; or otherwise administer the applicable portable long service leave scheme(s) as it applies to you.

The Authority may disclose your personal information to: our contracted service providers (e.g. information communications and technology providers who help us to manage our databases and other information technology needs; auditors; actuaries; and for surveys, monitoring, analysis, compliance and evaluation purposes); reciprocal authorities (interstate agencies and bodies that are responsible for administering similar portable long service leave schemes); your authorised representative; our external advisers; and as otherwise authorised or required by law (e.g. data provided to ACT Revenue Office under section 82 of the *Taxation Administration Act 1999*, or when we remit tax on leave payments to the Australian Tax Office). The Authority does not disclose personal information to third parties outside Australia, unless required or permitted by law.

Our privacy policy (available at <http://www.actleave.act.gov.au/privacy-policy.html>) contains further information about how you can access and correct your personal information, how you can complain about a breach of your privacy, as well as further information about how we will manage your personal information.