

Authority To Act Form



PURPOSE OF THIS FORM

The Portable Long Service Authority has a legal obligation to respect your privacy and confidentiality and cannot make changes to your records, or give out your details, without your written authority.

If you would like someone else to access and adjust your personal records held by the Portable Long Service Authority, you are required to send a written request to have that person recognised as an 'Authorised Person'.

Please complete the form below authorising another person to act on your behalf. This notice will be attached to your records until you request that it be withdrawn, or you nominate another person.

PART 1 – PERSONAL DETAILS

Worker ID

Date of birth

First name

Last name

Street address or PO Box

Suburb or town

State

Postcode

Phone number

Mobile number

Email

The Portable Long Service Authority will use the information provided below to confirm your representative's identity.

PART 2 - REPRESENTATIVE DETAILS

First name

Last name

Organisation

Street address or PO Box

Suburb or town

State

Postcode

Freecall 1800 517 158 | enquiries@plsa.vic.gov.au | www.plsa.vic.gov.au | PO Box 443, Bendigo VIC 3552

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Phone number

Email address

Relationship to you

Mobile number

Authority expiry date (if required)

Date of birth

DECLARATION BY REPRESENTATIVE

- I declare that I undertake to act as representative for the person named in Part 1

Name

Signature

Date

PART 3 - DECLARATION BY WORKER

- I declare that all the information given in this form is true and correct. I understand that giving false or misleading information is a serious offence.
- I understand that the Authority may refuse this request if the information provided is found to be incomplete, missing or false.
- I authorise the person and/or organisation specified to act and receive information from the Authority on my behalf in relation to my registration as a worker with the Scheme. For this purpose, I consent to the disclosure of any personal information by the Authority to the authorised person and/or organisation.
- I understand that this authority can be revoked at any time at the discretion of the Authority should either listed parties fail to respond to a reasonable written request from the Authority within a reasonable period of time or either parties are found to be acting in a vexatious manner or provide false or misleading information.

Name

Signature

Date

RETURN

Please complete and return to:



Email to enquiries@plsa.vic.gov.au



Post to **PO Box 443, Bendigo VIC 3552**

COLLECTION AND DISCLOSURE STATEMENT

The Portable Long Service Authority collects your personal and other information to determine eligibility for entitlements under the Long Service Benefits Portability Act 2018, including personal information such as name, address, date of birth, payroll data and history, and leave history. If you do not provide the information, the Authority may not be able to make decisions about your long service leave entitlements under the Act.

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The Authority will only use and disclose your personal information to manage your long service leave entitlements under the Act and where it is otherwise required or permitted by law to do so. In some circumstances, the Authority is required or authorised by law to release information to other government agencies, law enforcement bodies or to prevent serious and imminent threat to an individual's life, health, safety or welfare. This could include the Australian Taxation Office, the Labour Hire and Licensing Authority, the Fair Work Ombudsman, the Victorian Work Cover Authority, Victoria Police, or your nominated banking institution.

The Authority seeks to protect your personal information from misuse, loss, unauthorised access, modification or disclosure and securely destroys or de-identifies personal information when it is no longer needed for any purpose. In circumstances where personal information is collected and stored by external organisations the Authority uses to deliver aspects of its functions, the Authority's contractual obligations require compliance with the same privacy and security standards.

You may obtain access to your personal information held by the Authority by contacting enquiries@plsa.vic.gov.au. For further information about how the Authority handles your personal information, please visit the Authority's Privacy Policy at <http://www.plsa.vic.gov.au>.