



Migration Skills Assessment Privacy Collection Notice

1. Introduction

The Australian Computer Society (ACS) is committed to protecting your personal information, and we take all reasonable steps to secure the personal information we hold about you.

This Notice sets out how we collect and handle your personal and sensitive information when you undertake a Migration Skills Assessment.

For the purposes of this notice, 'us', 'we', or 'our' means ACS.

We are bound by the Australian Privacy Principles (APPs) and the Privacy Act 1988 (Cth), and we ensure compliance with those obligations when we collect and handle your personal information.

Because we collect and handle information of individuals who are located in, or are residents of, a country located outside of Australia, we are also bound by global data protection legislation. As an example, if you are a resident of or are located in the United Kingdom, we are bound to comply with the General Data Protection Regulation (GDPR).

More information about how we handle the personal information we collect can be found in our [Privacy Policy](#).

This Privacy Notice and our Privacy Policy should be read in conjunction with the Terms of Service for Migrations Skills Assessment.

2. Why does ACS collect your information?

The Australian Government, by the Department of Home Affairs, has engaged ACS to assess the skills, experience, and qualifications of individuals who are considering migrating to Australia to work in the Information and Communications Technology (ICT) sector.

The ACS collects your personal information through the Migration Skills Assessment, to ensure that your ICT skills, experience, and qualifications fulfil the Australian standards for the relevant skilled migration visa. If you authorised a migration agent, your agent will submit the application information on your behalf per the contractual agreement you have with them, external to ACS. You and your agent are both responsible for the quality of personal and application data provided.

3. What personal information will ACS collect?

We will only collect the '*personal information*' that is reasonably necessary to allow us to carry out a Migration Skills Assessment. To allow us to undertake this assessment, we will ask you to:

- Create an online account within the ACS portal – this will enable you to log in and complete tasks associated with your assessment, including allowing you to view the progress of your assessment.



- Complete an identity verification check – validate your identity, including to identify and report potential fraud, as well as collect data from your identity documentation to link your migration skills assessment to your visa application with the Department of Home Affairs.
- Provide payment for the assessment.
- Complete the assessment – your educational and employment information is given to us to allow us to undertake the assessment.
- Collect and store migration agent data – agent information is to identify and register migration agents, as well as to enable applicants to control access to their migration skills assessment applications. Agent information may include personal identifiers such as:
 - Agent’s family and given names,
 - Agent contact information such as email address and phone number,
 - MARN or LPM numbers,
 - Business name,
 - Business location, and
 - Australian business number.

We will collect and hold information about you that is necessary for us to undertake the Migration Skills Assessment. The information we collect may also include ‘sensitive information’, as defined by the Australian Privacy Act.

Task	What we collect
When you create an online account within the ACS portal:	<ul style="list-style-type: none"> • Full name • Email address • Telephone number
When you complete the identity verification task:	<p>IDVerse will collect and hold the information you provide as part of this task (see “<i>what personal information will other entities collect?</i>”). IDVerse will then give us the following information:</p> <ul style="list-style-type: none"> • Full name • Date of birth • Location of birth • Type of identity document you have provided • Document country of issue • Identity number for that document



When you proceed to provide payment for the assessment:	<p>Payment through credit card:</p> <p>Your bank account details and/or your credit card information (the last 4 digits of your card number and the expiry date). Your payment is processed using a secure third-party gateway, which means this information will not be stored or kept by ACS.</p> <p>Payment through Paypal:</p> <p>Paypal manages the payment transaction through their environment and your account with Paypal. ACS uses Paypal transaction identifiers to link your payment to your migration skills assessment services.</p>
When you complete the Migration Skills Assessment application	<ul style="list-style-type: none">• Verifying your personal information, including your full name (including previous names), date of birth, country of residence and/or country of birth, home address, email address, and telephone number.• Records of name change.• Your education information, including your skills, educational qualifications, and educational transcripts.• Your employment information, including employment history and a letter from your employer, including payslips and bank statements to verify your employment references.• Statutory declarations and affidavits.• For Recognition of Prior Learning applications, the RPL requires the applicant's:<ul style="list-style-type: none">• Name,• Email address, and• Date of birth,required to link the form to the applicant to the applicant account.

4. What personal information will other entities collect?

When you undertake the identity verification task, the information you provide will be collected directly by IDVerse, for the purposes of undertaking and completing the identity verification process. This will include the collection of your biometric information (for example, your photograph). IDVerse will then provide some information they collect as part of this task, back to ACS (as detailed in the table above). More information about how IDVerse collects and handles personal information can be found in its [Global Privacy Policy](#).

5. How do we use and disclose your personal information?

Migration Skills Assessment Outcome Letter

We include your personal data on your migration skills assessment results letter, which includes:

- identification details to link your migration skills assessment to your visa application,



- results of your education qualification assessment, and
- results of your professional experience assessment.

Migration Skills Assessment Applicant Personal and Application Information

In some instances, the Department of Home Affairs may request ACS to share your personal and application information. If the Department of Home Affairs requests your information, ACS is obligated to comply with their request.

Reporting

ACS regularly reports de-identified, aggregated statistics to the Department of Employment and Workplace Relations, as part of our responsibilities as an assessment authority.

ACS also uses de-identified, aggregated assessment statistics for internal analysis and reporting purposes, such as:

- monitoring macro-trends of ICT worker immigration and employment, and reporting these trends to Australian Government departments that are responsible for these areas, and
- using Migration Skills Assessment suitability outcomes to form the basis of migration research and undertaking surveys of the Australian migration experience (including visa processes, employment outcomes, and settlement).

Third Parties

ACS will not otherwise share your personal information with any third party, unless you have given us your consent to disclose your information or we are required by law to do so.

Authorised Migration Agents

Your migration agent will be notified of your Migration Skills Assessment outcome. If you do not wish for them to be notified of the outcome, please contact us or de-authorise your agent via the applicant portal.

Research

ACS may contact you or your migration agent to request feedback regarding the Migration Skills Assessment application experience, as part of our longitudinal study of the overall migration experience.

6. How does ACS store your personal information?

The ACS takes steps to ensure that nobody outside the ACS can access information we hold about you, unless we have your consent or access to your information is required or authorised by law.

We have systems and procedures in place to protect your information. These include:

storing your personal information onshore in Australia, as outlined in our [Privacy Policy](#).



access to your personal information by ACS staff members is strictly on a need to know basis.

storage and data systems and protections are regularly updated and audited.

Storage of personal information (and the disposal of information when no longer required) is managed in accordance with the requirements of the Department of Home Affairs and the Department of Employment and Workplace Relations. In this regard, we note that both of these Departments, as Australian Government departments, have specific records management obligations, including under the *Archives Act 1983* (Cth).

For applicants located or living outside of Australia, the ACS is committed to complying with the relevant overseas privacy laws that apply to the storage of personal information by ACS, to the extent that these obligations are not inconsistent with the legal obligations the ACS has. As an example, some privacy laws include a right to erasure/ right to be forgotten. Migration Skills Assessment applicants may not be able to invoke such a right if that right is inconsistent with ACS' legal obligations, including its record-keeping obligations.

7. More information

Our Privacy Policy contains more information about how we handle personal information and how you can access personal information that we hold about you. It also contains information about how to make a complaint about a breach of your privacy.

If you have any concerns or questions, you can contact us at Privacy.Officer@acs.org.au.

8. Confirmation and consent

By providing personal information as part of this Migration Skills Assessment, you consent to ACS collecting and handling your personal information in accordance with this notice and our Privacy Policy.