

Application for Long Service Leave Payment

Worker Staying in the Industry

Contract Cleaning Industry

Am I eligible for a long service leave payment?

Complete this form if you:

- have worked for more than 10 years in the contract cleaning industry,
- are taking leave for at least two (2) weeks, and
- plan to take your leave in the next three (3) months.

How do I apply for my long service leave payment?



1. Agree on leave dates with your employer



2. Complete this form and attach supporting identification documents



3. Receive your long service payment and take your leave from work
Payments can only be processed up to 2 weeks before your leave

How do I complete this application?

- ☐ **Complete – Personal details**
Fill in your personal information and details of your long service leave
- ☐ **Complete – Payment details and identification**
Provide your account details for the long service payment and attach your identification documents

Need help completing this form?



Phone 13 14 41
(weekdays, 8:30am-5:00pm)



Email
info@longservice.nsw.gov.au



Ask your Employer or Union



Interpreter services
Call TIS National on 13 14 50 and ask them to call us on 13 14 41 or visit www.tisnational.gov.au

Note: If you choose not to provide your tax file number (TFN), tax will be withheld at the maximum marginal rate.

Please verify your bank details carefully. The Long Service Corporation (LSC) will not accept liability for funds deposited into the wrong account due to an error in the BSB/Account number provided.

- **Primary identity documents (photo ID)** - drivers licence, proof of age card or passport.
- **Secondary identity documents** - Medicare card, bank or credit card, birth certificate, a utilities bill (rates, electricity, water, phone, gas) or car registration papers.

A certified copy of one (1) primary identity document
Must be certified by an authorised certifier (e.g. police officer, a Justice of the Peace, a pharmacist, a medical practitioner or a notary public officer).



Uncertified copies of one (1) primary identity document and one (1) secondary identity document

☐ Uncertified copies of two (2) primary identity documents




- All information provided in this form is true and correct to the best of my knowledge.
- I understand that providing false or misleading information may result in a penalty of \$5,500.
- I authorise LSC to use the information in this application to determine my eligibility for payment.
- I agree to the payment being made to the bank account details above.

Information

How to submit this application

 <p>Scan and email this form and identification documents to info@longservice.nsw.gov.au</p>	 <p>Post this form and identification documents to Locked Bag 3000, Central Coast MC NSW 2252</p>
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What happens next?

 <p>We'll review and process your application</p>	 <p>If needed, we'll contact you to request further information</p>	 <p>We'll deposit your payment in the nominated account</p>
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Privacy collection notice

1. Who we are

Your information is being collected by the Long Service Corporation (LSC), an agency of the NSW Department of Customer Service (DCS). DCS gives priority to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act).

If you have any questions about this document, or how we handle your personal information, you can contact our privacy team using the contact details at the end of this notice.

2. Why we collect your personal information

We collect your personal information for the purposes of determining your application for a long service leave payment in accordance with Section 60 of the *Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010*.

3. The kinds of information we collect

We may collect the following information:

- your tax file number (TFN)*
- your bank details, including the account holder's name, BSB and account number
- details of your employment
- additional personal information if it is required to demonstrate your entitlement to long service leave payments.

*A TFN attracts a higher level of protection under privacy legislation. For more information, see our [Privacy Management Plan](https://www.nsw.gov.au/departments-and-agencies/customer-service/privacy-management-plan) at www.nsw.gov.au/departments-and-agencies/customer-service/privacy-management-plan.

4. Failure to provide information

Your information is provided voluntarily. However, if you choose not to provide your information, your application for a long service leave payment may not be able to be processed.

5. How we may use this information

We may use the information we collect in the following ways:

- To determine your application for a long service leave payment in accordance with Section 60 of the *Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010*.
- To enable us to administer the contract cleaning industry portable long service leave scheme, including liaising with you in relation to your application.
- To support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for the contract cleaning industry in NSW.
- Other directly related purposes.

6. Who we may share your information with

If required, we may make enquiries and exchange information with other NSW Government agencies, or other states, territories and/or the Commonwealth for the purposes of recognising eligible work and long service leave payments recorded in another state or territory, verifying the information you provide or requesting additional information. We may disclose your information with such bodies for these purposes.

We may share some of your personal information with third-party provider GovConnect, who will be responsible for processing your long service leave payment into your nominated bank account and for reporting tax withheld information to the Australian Taxation Office (ATO) on your behalf.

We will not disclose your information to anybody else unless we are authorised or permitted to do so by law or where you have given consent. For more information, see our [Privacy Statement](https://www.nsw.gov.au/nsw-government/privacy-statement) at www.nsw.gov.au/nsw-government/privacy-statement.

7. Protecting your information

We have measures in place to help protect your personal information from loss, unauthorised access, use, modification, disclosure, or other misuse.

We will store and manage your information in accordance with the provisions of the PPIP Act.

We will only keep information for as long as we need it to fulfil the purposes we collected it for. After which, the information will be disposed of securely in accordance with the *State Records Act 1998* and any other applicable legislation.

See our [Privacy Management Plan](https://www.nsw.gov.au/departments-and-agencies/customer-service/privacy-management-plan) at www.nsw.gov.au/departments-and-agencies/customer-service/privacy-management-plan or visit our page on [Privacy](https://www.longservice.nsw.gov.au/about-us/accessing-information/privacy) at www.longservice.nsw.gov.au/about-us/accessing-information/privacy, for more information.

8. Your rights

Subject to certain conditions, you have the following rights in relation to your personal information:

- the right to request **access** to your personal information
- the right to request **correction** of your personal information.

If you wish to invoke any of the above rights, contact us using the details below.

9. Contact us

If you would like to make a privacy enquiry or complaint, email us at lscprivacy@longservice.nsw.gov.au