

Defence Grey Series Identity Card

Privacy Statement

The Department of Defence (Defence) must abide by the Information Privacy Principles contained in the *Privacy Act 1988* (Cth), which, among other things, sets out how Defence is lawfully permitted to collect, store, use and disclose personal information. The following privacy statement is provided in accordance with Information Privacy Principle 2 of those Principles.

The personal information collected in this form will be used for the production of Defence Grey Series Identity Cards and managing your access to Defence premises. Such information is being collected in accordance with Chapter 74:1 of the Defence Security Principles Framework (DSPF) - *Access Control*. The DSPF is issued with the authority of the Chief of the Defence Force and Secretary under section 9A of the *Defence Act 1903* (Cth) for members of the Australian Defence Force, and with the authority of the Secretary under section 20 of the *Public Service Act 1999* (Cth) for Defence Australian Public Service employees.

The information collected in this form may also be used by, and disclosed to, other persons, bodies or other security, intelligence or law enforcement agencies within the Defence Investigative Authority (DIA) and outside Defence; specifically to Defence or contracted personnel such as Pass Office Operators, Pass Office Management and Pass Office Server Administrators where such use or disclosure is necessary to achieve the production of Defence Grey Series Identity Cards. The Defence Security and Vetting Service and Defence Security Officers may require information captured for the purposes of security investigations.

Defence will not use or disclose the personal information other than for a purpose described above without ensuring that it has your consent to do so (either expressly or implied). However, you should be aware that Defence may be required to use or disclose personal information, without consent, if:

- a. the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of you as the individual concerned or another person;
- b. the use or disclosure is required or authorised under law;
- c. the use or disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of public revenue; or
- d. the use is directly related to the purpose for which that information was collected.

For further information relating to the collection, storage, use or disclosure of personal information by Defence in relation to the Defence Grey Series Identity Card, please contact the Directorate of Base Security Operations (DBSO).

Department of Defence GREY SERIES IDENTITY CARD APPLICATION FORM	
Reason for Issue	
<input type="checkbox"/> First Issue <input type="checkbox"/> Expired <input type="checkbox"/> Damaged/Faulty <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Rank/Name Change <input type="checkbox"/> Other	
Card Type	
<input type="checkbox"/> Non-working Reserve	<input type="checkbox"/> Retired Member
Service	
<input type="checkbox"/> Royal Australian Navy	<input type="checkbox"/> Australian Army <input type="checkbox"/> Royal Australian Air Force
Conditions of Application <p><u>Non-working Reserve</u> identity cards are issued to all personnel transferring from the Permanent or working Reserve forces to the non-working Reserve. Prior to being Issued a non-working Reserve Identity card, all applicants should produce their AC853 – <i>Application for Resignation, Separation, Discharge or Transfer to the Reserves</i>, evidence from ADF Transitions, or a screen shot of their Service Details screen on their PMKeys record showing the current non-working Reservist status.</p> <p><u>Retired Member</u> identity cards are issued to all permanent members separating from the ADF who have a Level 3 entitlement under the Career Transition Assistance Scheme provisions – refer to the table in Pay and Conditions Manual (PACMAN) Division 2, 2.2.9 point 4, showing 3 levels of entitlement http://www.defence.gov.au/PayAndConditions/ADF/Chapter-2/Part-2/Div-2.asp). Level 3 status is determined and confirmed by ADF Transitions, and is typically defined as 18 years or more of service, or has left the ADF compulsorily for any of these reasons:</p> <ul style="list-style-type: none"> ▪ compulsory retirement age; ▪ medically unfit to continue service; ▪ management-initiated early retirement; or ▪ to meet the needs of the Service (i.e. declared redundant). <p>The following documentation must be provided to the pass office for the card to be issued:</p> <ul style="list-style-type: none"> ▪ a completed grey series ID card application form, ▪ an ADF Transitions minute reflecting the level 3 status or Certificate of Service or other Defence documentation confirming the status and entitlement ▪ positive identification (if not yet in the DCAC/ID card database) <p>Should the recipient of a Retired Members Identity Card report the loss or theft of their card and is seeking a replacement card, subject to a record of the retiree ID card being contained in the DCAC/ID card database, the applicant does not need to provide the ADF Transitions minute or Certificate of Service or other Defence documentation confirming the status and entitlement cited above, and may be positively identified from the photo contained in the database.</p> <p>For medically separated personnel a document proving their status must be produced prior to being issued a Retired Member identity card.</p>	

Last Name	First Name	Middle Initial(s)
PMKeyS or ADF Service Number	Date of Birth (<i>dd/mm/yyyy</i>) / /	Gender
Rank	Contact Phone Number	
Unit (if applicable)	Date of Separation from permanent ADF service / /	

Pass Office Operator Only
<input type="checkbox"/> Positive Identification established? <input type="checkbox"/> ADF Transitions minute or Certificate of Service or other Defence documentation confirming the status and entitlement confirming entitlement? <input type="checkbox"/> Evidence of medical discharge provided if applicable?