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 2:61 of the Defence Security Manual (DSM) - *Access Control and Identity Management*. The DSM is established under Defence Instructions (General) (DI(G)) ADMIN 20-29 – *Defence Security Manual* and DI(G)s are 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 Authority 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 Projects and Plans (DBPP).
# GREY SERIES IDENTITY CARD APPLICATION FORM

## Reason for Issue

- First Issue
- Expired
- Damaged/Faulty
- Lost
- Stolen
- Rank/Name Change
- Other

## Card Type

- Standby Reserves
- Retired Member

## Service

- Royal Australian Navy
- Australian Army
- Royal Australian Air Force

## Conditions of Application

**Standby Reserve** identity cards are issued to all personnel transferring from the Permanent or Active Reserve forces to the Standby Reserve. All applicants must produce their AC853 – *Application for Resignation, Separation, Discharge or Transfer to the Reserves* prior to being issued a Standby Reserve identity card.

**Retired Member** identity cards are issued to all members separating from the ADF (reservists excluded) who have a Level 3 entitlement under the Career Transition Assistance Scheme provision contained in the ADF PACMAN Chapter 2. All applicants must produce supporting documentation for this application in the way of a Separation Order or record which show dates of Service (e.g. Certificate of Service, Record of Service - minimum 18 years fulltime service) prior to being issued a Retired Member identity card.

For medically separated personnel a document proving their status must be produced prior to being issued a Retired Member identity card.

### Last Name | First Name | Middle Initial(s)
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### PMKeyS | Date of Birth (dd/mm/yyyy) | Gender
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### Rank | Contact Phone Number
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### Unit | Date of Separation
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### Pass Office Operator Only

- Positive Identification provided?
- AC853/ Certificate of Service provided?
- Evidence of medical discharge provided?
- Stat Dec for lost/stolen cards?