

Statement of Information held by the Department of Trade, Business and Asian Relations

Output Group	Topic of information	Description of information	Includes personal information	How is it stored	Section 11 (1)(b)(i) may be inspected under other Act?	Section 11 (1)(b)(ii) may be purchased?	Section 11 (1)(b)(iii) distributed free of charge?
Business, Innovation and Workforce	Staff Development	Records about encouraging staff to develop their skills and abilities (through activities, programs and events) to maximise their potential and increase their productivity.	Yes	Electronic and Hardcopy	No	No	No
Business, Innovation and Workforce	Occupational Licensing	Storage of information in relation to the function of managing occupational licences and registrations, in accordance with the relevant acts and regulations. Includes information on the setting of policy and monitoring compliance for sex service businesses, and occupations such as: property agents, conveyancers, architects, auctioneers, building practitioners, commercial and private agents, licensed surveyors, tobacco retail, motor vehicle dealers, pawnbroker and second-hand dealers, plumbers and drainers and private security.	Yes	Electronic	Yes	No	Yes
Business, Innovation and Workforce	Associations	Records about associations incorporated under the Associations Act 2003 and cooperatives under the Co-operatives (National Uniform Legislation) Act 2015.	Yes	Electronic and hardcopy	Yes	No	No
Business, Innovation and Workforce	Migration	Records of applications received from individuals and NT businesses under skilled and business migration programs. These records include sensitive personal information and are subject to federal privacy legislation.	Yes	Electronic	No	No	No
Business, Innovation and Workforce	Innovation	Records relating to business applications for grant funding and reporting and acquittal documents for funding. Details of events held by the Innovation unit and attendance and registration records.	Yes	Electronic	No	No	No
Business, Innovation and Workforce	Business Grants	Records relating to the assessment of applications, agreements and payments to individuals and businesses for business grants.	Yes	Electronic and Hardcopy	Yes	No	No
Business, Innovation and Workforce	Business	Details of events held by the Business branch, including attendance and registration records.	Yes	Electronic	No	No	No

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Business, Innovation and Workforce	Engagement and Delivery	Records of Business Confidence Surveys relating to Territory business sentiments which are used to populate economic data and statistics. Grant applications and funding agreements. Business engagement activity information captured in the Client Relationship Management system (CRM).	Yes	Electronic	No	No	Yes
Corporate and Shared Services	Financial Management and Corporate Governance	Records on the development and management of financial records and corporate governance activities.	Yes	Electronic and Hardcopy	Yes	No	Yes
Corporate and Shared Services	Work Health & Safety and Emergency Management	Recordings relating to the management of work health and safety and emergency management activities.	Yes	Electronic and Hardcopy	No	No	No
Strategy and Policy	Project Development Activities	Records relating to preliminary project development activities (e.g. feasibility studies, preliminary business cases).	Yes	Electronic	No	No	No
Strategy and Policy	Industry Development	Records relating to the development of key and emerging industry strategies and initiatives.	Yes	Electronic and Hardcopy	No	No	Yes