# 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?** |
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| **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 |
| **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 |