

# RIW Card Acceptance Agreement Form (CAAF)

## Introduction

Before you apply to become a Rail Industry Worker (RIW) cardholder, it is important for you to understand the purpose of the RIW Program and the requirement for collection of personal information. Please take the time to read the following information carefully.

## What is Onsite Track Easy?

The Pegasus software, Onsite Track Easy, is the national competency management system used by the RIW program.

## What is the purpose of the RIW Program?

The RIW Program provides an online competency management system for Australian rail workers. It is owned and endorsed by the Australasian Railway Association (ARA) and managed by an external platform provider.

## How will my personal information be used?

The system holds personal information about RIW applicants and cardholders. RIW Program participant organisations with association rights have access to this platform and can use it to search for workers, check workers' identification details and access workers' full profiles and details where the organisation selects to associate those workers' profiles with the organisation. Those organisations can use workers' personal information to process RIW Card applications, administer the RIW Program and for workforce and work site planning, recruitment, training, safety and reporting purposes.

## Which organisations use the Onsite Track Easy platform to associate?

A current list of participant organisations with association rights can be found at: <http://railindustryworker.com.au/riw-participant-organisations/>. The privacy policies of these organisations are located on their websites.

## What information may be collected about me?

Name, date of birth, address, contact details, identification information (e.g. signatures, driver's licence), health information, competency information (e.g. skills, credentials, registrations and qualifications), right to work details (e.g. visas and passports), work roles and site attendance timestamps.

## By signing this form, I agree to:

1. To provide accurate information to support my application for and use of the RIW Card when undertaking an approved role.
2. The collection of my personal information by and disclosure of my personal information to Onsite Track Easy participant organisations with association rights, including as described above.
3. To the disclosure of my personal information (including, but not limited to, my medical– Fit to Work status) to regulatory bodies.
4. To provide further information on expiry of the RIW Card or on request from any RIW Program participant organisations.
5. That any or all Onsite Track Easy participant organisations with association rights may collect, use and disclose my personal information for the purposes described above.

6. That when I apply to work with a particular RIW Program participant organisation, that organisation may also collect, use and disclose my personal information in accordance with its privacy policy, which I will obtain from the organisation's website or the organisation before proceeding with my application.
7. That the mailing address I provided is correct and that I take all responsibility to collect the card. Returned cards will incur a replacement card fee of \$30 + GST.
8. That I need an approved RIW Card to access work sites.

**On receipt of my RIW Card, what should I do?**

- Ensure that all information on the card, including my name and photo is accurate.
- Inform the RIW administration team on [riw@pegasus.net.au](mailto:riw@pegasus.net.au) if the information is inaccurate.

**What responsibilities do I have once I receive my RIW Card?**

- Notify the current system provider immediately of any changes which may affect the accuracy of the information on the card.
- Ensure all requirements relating to ongoing health and fitness required by the RIW Program are adhered to.
- Comply with all work procedures and requirements set by RIW Program participant organisations including all requirements relating to fatigue management, drug and alcohol use, and health and fitness.
- Not misuse, nor tamper, disfigure or otherwise inappropriately handle or store the card. RIW Program participant organisations have the right to determine appropriate action(s) if this occurs.
- Not give or loan the card to any other person for any reason whatsoever.
- Carry the card with me whenever on, near, or within proximity of the rail corridor and show/produce my card when asked. Carry any other identification cards as required under rules specific to a Licensing Authority, Project or Operator whenever undertaking an approved role.
- Return the card if requested to do so by the current system provider or RIW Program participant organisations

**Declaration**

I understand the Operator reserves the right to suspend or block a cardholder.

I agree to the card acceptance agreement form above.

**Applicant's Full Name (Please print):**

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**Signature:**

**Date (DD/MM/YYYY)**

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The ARA acknowledges that the RIW may agree to this agreement by electronic acceptance.