



Proof of Identification Form

As a CARE Australia employee you are required to provide proof of identification information to the Human Resources (HR) Branch. This includes your passport, completed personal details page and if applicable, any current Australian visa. In addition, we require 3 unique questions that only you will be able to provide the answers to. This information will be used should a situation arise where we need to confirm your identity.

CARE Australia will also use this information to confirm your right to work in Australia through the Department of Immigration and Border Protection, if applicable, to check the Bridger Anti-Terrorist checking system and the Department of Foreign Affairs and Trade Anti-Terrorist List. In addition, CARE Australia banking arrangements may require passport identification to be forwarded to our designated bank as confirmation of identity, prior to the disbursement of salary into your nominated bank.

CARE Australia abides by privacy laws and will not divulge personal information or details without the consent of the employee. To ensure prompt payment of salary to be processed your authorisation to release this information is requested. Either hand this completed form to a member of the HR team in person or follow the encryption guide outlined in the following pages to email the completed form confidentially to Miriam.Aziz-vanKeulen@care.org.au. For options to share your password please call the HR Branch on +61 2 6279 0239.

I hereby authorise the HR Branch to forward a copy of my passport and personal details page as proof of identity for payment of salary purposes.

I understand that as an employee of CARE Australia these details will only be used in circumstances where proof of identity is requested.

Signature:

Print Full Name:

Date:

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

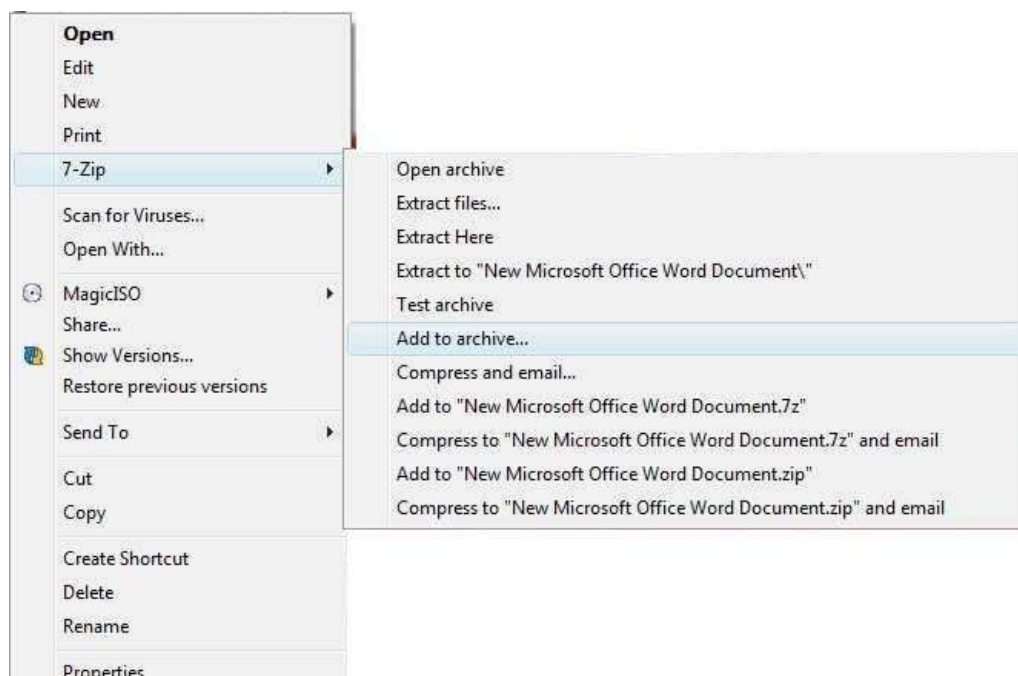
How to encrypt files using 7ZIP

As default 7-Zip installs itself to with “explorer extensions” that allow you to right click on items on the desktop or in windows explorer to compress files. Using the ZIP format will enable people using other programs to de-compress the file using other software. When you compress a file make sure you select ZIP or other people outside the organization may not be able to open your file.

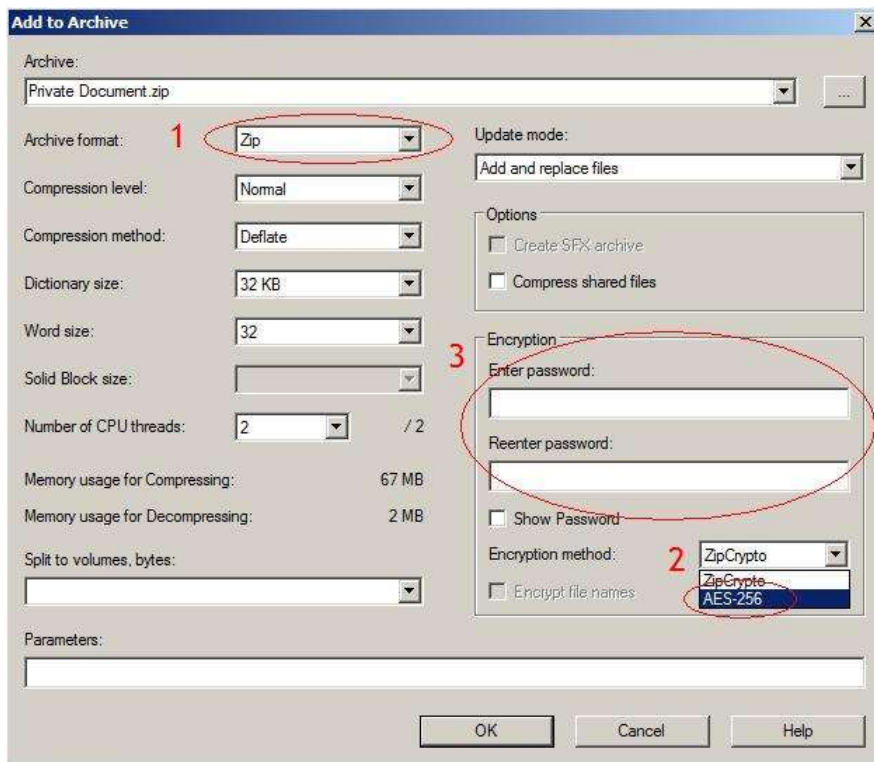
7Zip can be downloaded from <http://www.7-zip.org/> . 7Zip is free software.

Encryption

1. Right click on the files or folder you wish to compress and encrypt then select *Add to archive...*

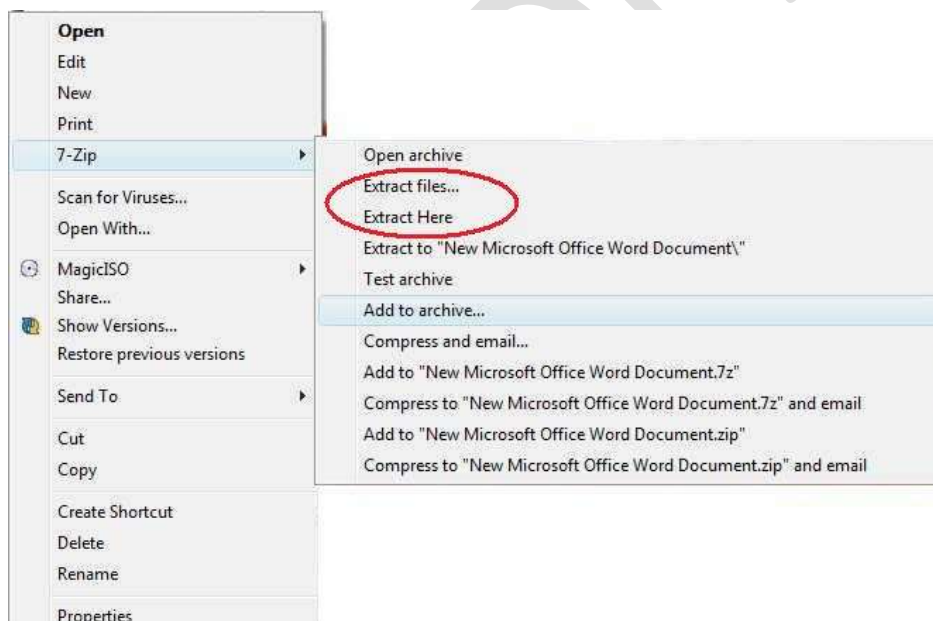


2. Change the Archive format to Zip, then change the *encryption method* to the robust AES-256, thirdly enter your password. The rest of the options can be left as default. You can tick the *Show Password* option if you want to see the password you typed in.
3. The password needs to be a minimum of 8 characters and it needs to be complex, eg: upper and lower case characters as well as special characters, such as \$ % &, for example. Click the Ok button to create your zipped and encrypted file. The zipped and encrypted file will be saved in the same location as your original file. Make sure that you change passwords and do not use the same password multiple times.



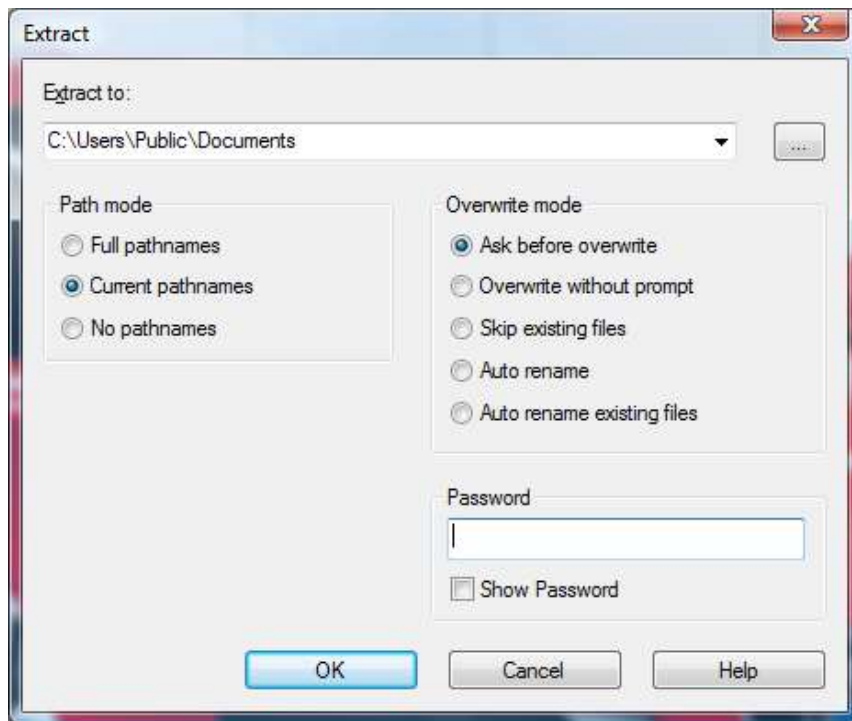
Decryption

Simply right-click on the file, select extract one of the 2 extract options.



Select Extract Here and all the files in the archive will be extracted to your current location. Enter the password and the extraction will begin.

Select Extract Files and you will be prompted with another pop up window asking you where to extract the files. Enter the password, click Ok and the file extraction will begin.



Sharing the password with the other party

Verify as much as possible that person you are supplying the password to is the legitimate receiver of the information.

Passwords are NOT to be sent via email as email is insecure and why we are encrypting in the first place!

Options to share password are:

- SMS/TEXT the password to the receiver's official mobile phone.
- Call the other party on the phone to let them know what the password is.