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From: s22
Sent: Thursday, 25 August 2016 12:08 PM
To: s22 s22 ; s22 ; s22 ; s22
Subject: Info we need to provide to Cirrena [SEC=UNCLASSIFIED]

Hi all

So I contacted Matt Petrich from Cirrena on what information they will need for the vote. He said we need to provide the Employees:

- Name
- Work email
- Private email (covers staff on leave if letter doesn't reach them in time)
- Mobile number (for all staff to text vote)
- Information that can be used confirm the identity of phone ins (He said it's up to us what information we think is adequate for identity purposes. He suggested the employees date of birth as everyone remembers theirs compared to many who do not remember their payroll numbers. So any info that is not readily accessible to all staff is good so can't use staff A numbers).
- Mail address for staff on leave and delivery address for the remote offices (he said to send the addresses for these ASAP as Australia post can be quite slow sometimes)
- Location/ Division employee is in (Basically any information we want to know from the dashboard we should provide to them in the spreadsheet we hand over with all other info).

We have also asked for Cirrenna to set up a Voter EA Information Portal. This portal will be accessible external to the Department on the internet and will have any documents we want on it such as EA, Factsheets etc and a link to vote. So we will need to send through the documents that we want loaded on the page to Cirrena. The link to the page can be sent from Cirrena to all staff (thus important to have private emails for staff on leave to access the page and work emails for other staff who want to vote from home)or they can give us the link and we can send it out to staff.

Cheers

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