

OFFICIAL: Sensitive Legal-Privilege

DSS Engage Consultation - APP 5 Privacy Collection Notice

Your personal information is protected by law, including under the [Privacy Act 1988 \(Cth\)](#) (the Privacy Act).

This privacy collection notice is designed to ensure you are aware of certain matters in relation to the department's collection of your personal information, as required by the Privacy Act.

What is the purpose of this Consultation?

The Department of Social Services (department, we, us), collects personal information about individuals for a range of purposes to enable it to carry out its functions. More information about how we handle your personal information is set out in our [Privacy Policy](#).

Under *Australia's Disability Strategy 2021-2031*, governments committed to developing a Guide to the Guiding Principles and a Guide on how to involve people with disability in evaluation (the Guides). This is expected to be completed early 2023 and will be published on the Strategy's website. As part of developing the Guides, consultation with people with disability, the broader disability community and other stakeholders will be undertaken.

The consultation will include a call for submissions from the public on the following consultation papers:

- developing a Guide to the Guiding Principles under Australia's Disability Strategy 2021-2031 (a summary and technical version)
- and developing a Guide on how to involve people with disability in evaluation (a summary and technical version) (the consultation papers).

As part of this consultation **you will not be required to provide your name, phone number or address**, however you can choose to provide your own contact details and personal circumstances. Any submissions made via video, telephone or mailed submissions may include your name, email address and other identity details.

The department's intention is for participants to have the option not to be identified (including being or be reasonably identifiable). However, it may not always be possible to remain anonymous due to various factors (e.g. free text boxes and the nature of the questions). Where we can identify you (or reasonably identify you) from your response, we will handle your response in accordance with the Privacy Act as it will be 'personal information'.

What is 'personal information' and 'sensitive information'?

'*Personal information*' is information or an opinion about an identified individual or an individual who is reasonably identifiable. This applies whether the personal information is

true or not and whether the personal information is recorded in a material form or not. For example, personal information can include an individual's name, signature, residential address, phone number, email address, date of birth, photographs, employment information, location information from mobile devices and internet protocol addresses.

'*Sensitive information*' is a subset of personal information. It includes information or an opinion about your racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, or health, genetic or biometric information. Health information includes any information regarding whether an individual has a disability and the nature of their disability.

Who is collecting your personal information?

Your personal information is being collected by the department and by Services Australia, who will be assisting the department with some of the information technology (IT) aspects of the consultation.

What personal information we collect

Through your participation in the consultation and where you choose to provide your personal information we will collect a range of your personal information (some of which could be sensitive information) including the following:

- your name
- regional location
- email address

We may collect personal information from you as well as from other people. For example, we may collect personal information from you about:

- your personal views in relation to your experience; and
- any associated personal views you may provide.

How we collect your information

Your personal information relating to your personal views and lived experience may be collected if you choose to participate in the consultation. We will do this by:

- collecting information from your responses to the survey on the Engage.dss.gov.au platform/ webpage
- you directly submitting your responses via email, telephone or mail.

Why we collect your personal information

Your personal information is collected for the purposes of reviewing feedback on the current approach developing these Guides.

The department may use your location information for regional/geographic analysis of your responses.

The information collected through this consultation will be used for analysis and to create a report that summarises issues for consideration in development of these Guides.

If you do not provide your personal identifying information (including sensitive information), we will still be able consider your views as part of this process and your identity will remain anonymous.

Some of the information collected by us from our targeted or public consultations or surveys has research value in developing policies that extend beyond the specific consultation or survey for which it was originally collected. Where this is the case, the information that we collect from this consultation may be used for our other research purposes. In doing so, we will handle your personal information in accordance with the Privacy Act.

Who we disclose your personal information to

The information you provide in your submission, including personal information, may be published and be made publicly available on the DSS Engage website.

We will ask you if you consent to your name being included in the publication of your feedback on the DSS Engage website. You can choose to have your submission published anonymously or not have your submission published on the DSS engage website and/or the report.

If you change your mind after you submit your feedback you can withdraw your submission or opt-out of having your submission published on the DSS Engage website and/or the report by contacting the department.

We will not publish your submission if we consider (for any reason) that it should not be made public. We may redact parts of your feedback before publication, as appropriate. This may occur in circumstances where the submission contains information that is not relevant to this consultation, contains personal or sensitive information, could potentially defame others, is offensive in nature, or contains operationally sensitive information.

No information about you will be disclosed outside of the department or overseas unless your submission is published or made publicly available.

Storage of personal information

Storage of personal information (and the disposal of information when no longer required) is managed in accordance with the Australian Government records management regime, including the *Archives Act 1983* (Cth), agency-specific records authorities and general records authorities. This ensures your personal information is held securely.

All personal information collected that is held by the department is stored on Services Australia's cloud storage, on servers located in Australia. Services Australia and the department retains effective control over any personal information held on our cloud, and the information is handled in accordance with the Australian Privacy Principles.

More information

More information about how we handle your personal information is set out in our [Privacy Policy](#). Our Privacy Policy contains more information about how you can access any personal information that we hold, and how to seek correction of that personal information. It also contains information about how to make a complaint about a breach of the Australian Privacy Principles, as set out in the Privacy Act. If you have any concerns or questions, you can contact us at complaints@dss.gov.au.

Confirmation and consent

This section only applies if you are providing sensitive information as part of your consultation response. Please note that you do not need to provide your sensitive information if you do not wish to do so.

By providing your sensitive information as part of your Consultation response, you consent to the department collecting your sensitive information and handling your sensitive information in accordance with this privacy notice.