



NDIS Reform Advisory Committee

Expression of Interest

Privacy Collection Notice

The Department of Social Services (department, we, us), is currently seeking nominations for individuals to join the NDIS Reform Advisory Committee (the NDIS RAC) through an Expression of Interest (EOI) process.

As part of this EOI process, we ask that you provide us your personal information set out below. The department's intention is for people to be identified and provide information that will assist in filling membership positions for the NDIS RAC. Noting we are requesting information that identifies you, we will handle your information in accordance with the *Privacy Act 1988 (Cth)* (the Privacy Act) as it will be 'personal information'.

We will collect your information (including any personal information) for one or more of the above purposes. This notice is designed to ensure you are aware of the purpose and certain matters in relation to that collection, as required by the Privacy Act.

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.

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.

What personal information we collect

Through your participation in the EOI process, we will collect a range of your personal information (some of which could be sensitive information) including:

- first and last name
- email address
- gender
- age bracket
- disability
- disability experience

- demographic information, including whether you identify as First Nations, LGBTIQ+SB, culturally and linguistically diverse, or from a remote, regional or rural location

We may collect personal information from you about:

- your experience and understanding of matters affecting Australia's disability community and sector
- skills and experience in connecting with and representing the views of people with disability,
- your skills and experience in working in advising or working with government, and
- your experience and understanding of matters impacting diverse communities (for example. First Nations, culturally and linguistically diverse, women and girls, LGBTIQ+SB, regional and remote communities and people with complex needs)
- your experience and understanding of complex policy reform processes.
- accessibility requirements to ensure you can participate fully in the NDIS RAC

How we collect your information

Your personal information relating to your personal views will be collected if you choose to submit your EOI. We will do this by:

- collecting information from your responses to the EOI form hosted on Engage.dss.gov.au; and
- collecting information from you directly if you submit your form via email or post.

Why we collect your personal information

Your personal information is collected for the purposes of seeking nominations for membership for the Committee.

If you do not provide your personal information (including sensitive information), you will not be considered to join the NDIS RAC. The information being collected will assist with determining the make-up and membership of the NDIS RAC and ensure the Committee includes people with disability, and people with disability lived experience from diverse backgrounds.

Who we disclose your personal information to

We may disclose your personal information to the following people, organisations or third parties:

- Minister for the National Disability Insurance Scheme
- Employees from the office of the Minister for National Disability Insurance Scheme
- NDIS RAC inaugural Co-Chairs
- State and territory Disability Ministers and senior disability officials
- Relevant Commonwealth officials
- Other parties where the disclosure is authorised by law. If we receive information in response to this Consultation that indicates there is a risk of harm to the respondent or another person, we are required to report it under Australian Law. This may include referral to the relevant state or territory authorities, in line with the relevant state, territory and Commonwealth legislation
- Services Australia for the purposes of assisting the Department to administer DSS Engage and providing the Department with other information technology services

All entities contracted by us are subject to strict confidentiality, privacy and security obligations.

No information about you will be disclosed overseas.

Storage of your 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](#), agency-specific records authorities and general records authorities. This ensures your personal information is held securely by the Department.

All personal information collected 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.

Any information disclosed to third parties will be handled in accordance with the Privacy Act and stored in accordance with agreed security protocols.

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 privacy@dss.gov.au.

Confirmation and consent

By providing personal and sensitive information as part of your EOI, you consent to the Department's collection and handling of personal information in accordance with this collection notice and the Department's [Privacy Policy](#).

