

**Department of Climate Change, Energy,
the Environment and Water**

Privacy Policy Summary

July 2022

This Privacy Policy Summary

The Department of Climate Change, Energy, the Environment and Water (the **department**) respects your right to privacy and complies with the *Privacy Act 1988* (Cth) (**Privacy Act**) in relation to handling your personal information.

The department's Privacy Policy can be found at www.dcceew.gov.au/about/commitment/privacy.

The policy tells you:

- the kinds of personal information the department may collect and hold about you and other individuals;
- how the department may collect, use, store and disclose your personal information, and for what purpose; and
- how to access and/or correct your personal information that is held by the department.

This summary provides you with an overview of these matters.

Personal information collected by the department

The department will generally collect your personal information directly from you, unless it is unreasonable or impracticable to do so, or required by law. There may be times when the department may collect personal information from your authorised agent or a third party.

The department collects and holds different types of personal information to perform its functions and activities, including:

Information	Description
Personal information	<ul style="list-style-type: none">• Who you are:<ul style="list-style-type: none">• name• age, birth date, gender• photographs, videos, audio-visual recordings• emergency contact details, next of kin, referee details• Contact details:<ul style="list-style-type: none">• mailing and/or street address• telephone, facsimile number, email address• Employee, contractor and service provider information:<ul style="list-style-type: none">• current and/or former employer, contractor and volunteer roles• education, training, qualifications and experience• hours of work, remuneration, leave records• current and/or past performance, disciplining• tax file number and superannuation fund details• engagement, resignation and termination• Financial or credit information:<ul style="list-style-type: none">• bank account and/or credit card details• insurance• Licensing and approvals:

Information	Description
	<ul style="list-style-type: none"> • vessel and vehicle details • driver’s licence, equipment licence, and other approvals/licences • passport and/or visa information, travel details • The products and services you have purchased or enquired about, together with any additional information necessary to deliver those products and services and to respond to your enquiries • Information you give the department via our service centre, surveys, forms (hard copy and electronic), and visits by our representatives • Online information including information posted on our websites and social media platforms, cookie and clickstream data (this can be disabled by you), and publicly available information posted on other websites or platforms. • Other types of personal information as required to be collected for the purposes of the department’s functions and activities.
Sensitive information (a subset of personal information)	<ul style="list-style-type: none"> • Racial or ethnic origin, such as Indigeneity when relevant to implementing the department’s Reconciliation Action Plan and indigenous programs • Religious beliefs or sexual orientation, including where volunteered by participants in the department’s diversity and inclusion network • Criminal records, for example as part of a national criminal history check • Health information, including to ensure the work, health and safety of the department’s workers and other individuals. • Other types of sensitive information as required to be collected for the purposes of the department’s functions and activities.

Why the department collects, uses and discloses your personal information

The department collects, uses and discloses your personal information to perform its functions and activities. Unless an exception applies, the department will:

- only use or disclose your personal information for the purpose it was collected; and
- notify you of this purpose at the time of collection, or as soon as practicable after collection.

The department will only use or disclose your personal information for another purpose where this is permitted by the Privacy Act or another law.

How to access and correct your personal information

To request access or correct your personal information held by the department:

- If you are a member of the public or an external stakeholder - submit a request via email or letter to the relevant business area within the department. For example, applicants for a grant program should first contact the program administrator;
- If you are a current or former employee, or workforce contractor - please contact People Services Branch, or use the general contact details at the end of this summary.

Complaints

If you believe the department has breached your privacy, please contact us using one of the following options:

Attention: Privacy Officer

Email: privacy@dcceew.gov.au

Postal address: GPO Box 3090, Canberra ACT 2601, Australia

Telephone: (61 2) 6213 6000

Or use the Contact Us link on our website at <https://www.dcceew.gov.au/about/contact>.

If you are not satisfied with how the department handles your complaint, you can contact the Privacy Commissioner within the Office of the Australian Information Commissioner (**OAIC**):

Phone: 1300 363 992

Email: enquiries@oaic.gov.au

Mail: OAIC, GPO Box 5218 Sydney NSW 2001.