



Agency officer – personal information collection notice

17 March 2023

We, the Department of Health and Aged Care (the Department), run the National Occupational Respiratory Disease Registry (National Registry) for the Commonwealth Government.

The National Registry collects and shares details on occupational respiratory diseases. The main purpose of the National Registry is to prevent further worker exposure to hazardous agents that cause occupational respiratory diseases. Hazardous agents include dusts, gases, fumes, vapours, mists, fungi and fibres.

By signing the consent form below, you are agreeing to the Department collecting your personal information from your employer, so that you can access the National Registry.

The law provides protections on the collection, use and sharing of your personal information. The legal protections include the Privacy Act 1988 (**Privacy Act**) and the Australian Privacy Principles (**APPs**).

Why is my personal information needed?

We collect personal information on people that access the National Registry under the *National Occupational Respiratory Disease Registry Act 2023*.

Your State or Territory health, or work and safety agency wants to authorise you to access the National Registry.

For you to access the National Registry the Department needs your personal information to check your identity and to send you an invitation. We may also contact you about the updates you make to the National Registry.

To send you an invitation your agency first needs your consent to enter your personal information into the National Registry.

What personal information do you need?

We need the following personal information:

- Your name, work email address and work phone number
- Your position title, and your division/branch/section
- Your myGovID email address to check your identity.

Who will we share your information with?

We share your personal information with:

- Your agency;
- The Department's subcontractors that work on the National Registry; or
- Where authorised or required by law.

We are unlikely to share your personal details with overseas recipients.

What happens if I don't provide my personal information?

If you do not supply your personal information you will not be able to access the National Registry.

How safe will my information be?

Under the Privacy Act, we must take reasonable steps to protect your personal information, including the secure storage of your personal information.

Our privacy policy

You can get more information at: <https://www.health.gov.au/resources/publications/privacy-policy>

If you wish to complain about the handling of your personal information, you can contact the Department:

- by telephone: 02 6289 1555, or
- by email: privacy@health.gov.au.

Consent

I consent to *(please check the box to give your consent)*

the Department collecting my personal information from my agency for the purposes set out in the above collection notice.

.....
SIGNATURE

.....
FULL NAME

.....
DATE SIGNED

After signing, please return this form to the relevant officer within your agency.