



Privacy notice

Reporting under the *Public Health (Tobacco and Other Products) Act 2023*

Your personal information is protected by law, including the *Privacy Act 1988* and the Australian Privacy Principles (**APPs**).

Who is collecting your personal information?

Your personal information is being collected by the Department of Health, Disability and Ageing (**the department/we**).

Is the collection authorised or required by law?

The collection of this information is authorised under the *Public Health (Tobacco and Other Products) Act 2023* (**the Act**).

What information is being collected?

We collect:

- Full name
- Job title
- Telephone number
- Email address
- Signature

Why does the department collect your personal information?

We collect your personal information for the purpose of administering the reporting requirements in the Act.

What would happen if the department did not collect your personal information?

If you do not or are unable to provide your personal information to the department, your entity may not be able to comply with its obligations under the Act.

Who will the department disclose your personal information to?

The department may disclose your personal information in accordance with s 145 (Publication of reports and information) and s 146 of the Act (Disclosure for research, policy development or data analysis).

Where reports are published in accordance with s 145 of the Act, they will be published on the department's website. You should assume that personal information included in a report may be published and advise the department, at the time of submission of the report, if there is any personal information that you would like redacted.

The department will not publish signatures on its website.

Your personal information will be accessed by departmental staff who are involved in the administration of the reporting requirements. It may also be accessed by the department's contracted providers, who are subject to privacy and confidentiality obligations.

Overseas disclosure of your personal information

Personal information that is collected by the department in receiving reports will be stored securely in Australia and will not be disclosed by the department to any overseas recipients (except where the reports are published on the department's website as required by law).

Access to and correction of your personal information

The department's [privacy policy](#) contains information about how you may access and seek correction of your personal information.

Privacy complaints

The department's [privacy policy](#) contains information about how you may complain about a breach of the Australian Privacy Principles or the *Australian Government Agencies Privacy Code* and how the department will deal with complaints.

Contact details

If you wish to contact the department about a privacy-related matter, including questions about this notice, please contact the department's Privacy Officer by one of the following methods:

Post

Privacy Officer
Department of Health, Disability and Ageing
23 Furzer Street
WODEN ACT 2606

Email

privacy@health.gov.au

Telephone

02 6289 1555