



## Defence Privacy Office Privacy Notice

The Department of Defence (Defence) collects, uses and discloses information in accordance with the Privacy Act 1988.

The Defence Privacy Office, on behalf of Defence, may collect, use and/or disclose personal information, including sensitive information, for the purposes of managing privacy-related matters. Specifically, the Defence Privacy Office may at times, collect, use and/or disclose personal information from work areas within Defence and/or third parties for the purposes of:

- a) appropriate inquiry into privacy matters and enquiries;
- b) appropriate inquiry, management and resolution of privacy complaints;
- c) responding to matters affecting national security (including individual security clearances); and
- d) reporting notifiable data breaches, to the Office of the Australian Information Commissioner, under the Privacy Act 1988.

The areas within Defence and/or third parties where personal information may be collected, used, or disclosed include:

- a) Relevant work area(s) including supervisors, managers and/or commanders in Defence;
- b) complainants and witnesses;
- c) Inspector General of the Australian Defence Force (IGADF);
- d) Office of the Australian Information Commissioner;
- e) Defence Investigative Authorities (as defined in the Defence Incident and Reporting Management Manual);
- f) civilian police forces;
- g) Defences' legal and insurance providers; and
- h) Other organisations required or authorised under the *Privacy Act 1988*.

Without the collection of all relevant personal information, the Defence Privacy Office may not be able to provide advice or assistance on specific privacy matters.

Personal information collected by the Defence Privacy Office is secured appropriately and all reasonable steps are taken to ensure the information is protected against loss, unauthorised access, use, modification, disclosure, or other misuse.

The Defence Privacy Office is committed to protecting the personal information of all Defence personnel, and the community within which Defence operates. For privacy advice and services including privacy complaints, please contact us at [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au).

For further information, please refer to the [Defence Privacy Policy](#). This includes ways to have personal information corrected and the circumstances in which this information may be disclosed overseas.

