



This summary sets out the key points about how the Department of the Prime Minister and Cabinet handles personal information.

## Commitment statement (our commitment to you)

- a. The Department of the Prime Minister and Cabinet provides support to the Prime Minister, the Cabinet, portfolio ministers and Assistant Ministers to improve the lives of all Australians. More information [about us](#) is available.
- b. Our [Privacy Policy](#) recognises our role as responsible custodians of personal information and demonstrates our firm commitment to protecting the personal information we hold.



### The information we collect and hold

We collect and hold many different types of personal information. This includes identity, contact, financial, family and employment information. We may also collect sensitive information if you allow us to, or if needed by law. Our full privacy policy gives more detail on what we collect and hold.



### Why we need to collect your information

We may collect personal information about you when it is reasonably necessary for, or directly related to, one or more of our [functions and activities](#). We may also collect your personal information when the law allows or requires it.



### How we collect personal information

We collect personal information in different ways depending on how you interact with us. We may do this through surveys, emails, phone calls, letters, forms, notices, or our website. In most cases, when we collect personal information we will notify you using a Privacy Collection Notice. Sometimes we may not be able to notify you, this includes if doing so may cause a threat to your safety or if another law requires us not to.



## How we use and disclose personal information

We will only share your information where we need to do so. We may use and share personal information for the main reason we told you in the Privacy Collection Notice. We may use or share for another reason where you would reasonably expect us to do so. We may also use or share your information if the law allows or needs us to use and share it.



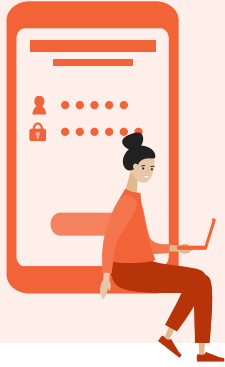
## Securing your personal information

We make sure the personal information we hold is safe against misuse, loss and harm. We also protect information from access, changes and disclosure that is not allowed.



## Access and correction

You have a right to request access to personal information we hold about you, and to request we correct it. We will respond to these requests within 30 days. There are some circumstances where we may be unable to do so. If we are unable to do so, we will provide you the reasons in writing and you will have an opportunity to dispute the decision.



## Cookies

To improve your experience on our site, we may use 'cookies'. This reminds us if you have visited our site before and how you like to use it. We also use Google Analytics to help us understand website traffic and usage. Find out more about our use of cookies and analytics in our full [Privacy Policy](#) and [Website and Online Communications Privacy Collection Notice](#).



## Anonymity

Where we do not need personal information to verify your identity, you are able to use a pseudonym or remain anonymous. We will notify you if you are not able to remain anonymous when interacting with us.

## Get in touch

Our **Privacy Officers** are able to help you learn more about how we manage personal information at the Department. You can do this by emailing [privacy@pmc.gov.au](mailto:privacy@pmc.gov.au).