# Privacy Notice – Personal Information

On 5 February 2024, the Secretary of the Department of the Prime Minister and Cabinet (the Department) announced the appointment of Mr Peter Varghese AO, to undertake an independent review of Commonwealth funding for strategic policy work (the Review). Mr Varghese is supported by the Review Secretariat sitting within the Department.

As part of the Review, Mr Varghese will be conducting consultations and inviting written submissions to understand the current Commonwealth funding framework for national security-related policy work and to inform the findings of the Review. The purpose of this form is to outline what personal information the Review Secretariat is collecting, why it is being collected, whether you have a choice to provide the information, and how the Review Secretariat will use and disclose the information.

To support the consultations and work of the Review, the Department is collecting the following personal information:

* contact details (name, address, email address, and phone number);
* organisational affiliation (if any); and
* personal views that are relevant to the [Terms of Reference](https://www.pmc.gov.au/resources/review-funding-strategic-policy-work-terms-reference) of the Review.

Your personal information is being collected because you have been identified as a stakeholder with relevant subject matter expertise for the purposes of this Review, or you have provided a written submission to the Review Secretariat.

Your personal information may be shared with other Commonwealth agencies and Ministers, as required.

The final report of the Review could be made publicly available. Should the Review wish to directly attribute your personal views in the final report, then the Secretariat will first seek your consent.

During consultations, the Review Secretariat will take notes. Interview transcripts and written submissions will be treated confidentiality and will not be made publicly available. However, the Review Secretariat may include an attachment/s in the final report that lists the individuals/organisations who were consulted during the Review, and the individuals/organisations that provided written submissions. The Secretariat may also include these details on the Review’s webpage for transparency purposes.

You do not have to provide your opinions or views if you do not want to. However, if you do not provide us with your personal information and opinions, it will mean the Review Secretariat cannot capture your views relevant to Commonwealth funding for national security-related strategic policy work.

The Department will not use or disclose the information collected from you, other than for the purpose/s described above, unless you have provided consent for us to do this, or we are authorised or required to do so by law.

The privacy and security of your personal information is important to us and is protected by law. The Department’s [Privacy Policy](https://www.pmc.gov.au/about-us/accountability-and-reporting/information-and-privacy/privacy-policy) explains how the Department handles and protects the information provided by you. Our Privacy Policy also explains how you can request access to, or correct the personal information we hold about you, and who to contact if you have a privacy enquiry or complaint. If you require a copy of our Privacy Policy contact the Privacy Officer at privacy@pmc.gov.au.

| Enter ‘X’ to acknowledge | Description |
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|  | I confirm that I have read and understand this privacy notice and consent to the collection, use and disclosure of my personal information for the purposes described in the notice above. |
|  | I consent for my personal information to be used by the Department to support the consultation phase of the Review. |
|  | I acknowledge the final report could be made public.  |
|  | I acknowledge that the Review Secretariat will first seek my agreement should Mr Varghese wish to attribute my views in the final report.  |
|  | I acknowledge that the Review may refer to my views in an anonymised way if I do not agree to have my views attributed.  |
|  | I acknowledge that the Commonwealth of Australia will own copyright in all material produced by Australian Government staff and, where applicable, contracted service providers, and that this includes my personal information where used and disclosed. |

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| Name: |  |
| Organisation: |  |
| Signature: |  |
| Date: |  |