



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES



DPS Privacy Policy

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Date of effect

1. This policy was approved by the Secretary on 8 April 2025.
2. This policy replaces all previous Department of Parliamentary Services (the department) policies and any other related strategies, local guidance or directions on this subject, unless otherwise specified in this policy.

Policy review mechanisms

3. This document will be reviewed every three years or earlier if required.

Intent of policy

4. This policy is designed to set out the department's approach to collecting, holding, using and disclosing personal information, which wherever possible aligns with the obligations set out in the *Privacy Act 1988* (**Privacy Act**).
5. The department may disclose data that contains personal information under the Data Availability and Transparency Act 2022 if the requirements of that Act are met, but will obtain consent from relevant individuals wherever possible. Please refer to the department's [Data Sharing Policy](#) for further information.

Application

6. This policy applies to all departmental employees, consultants, contracted service providers and employees of contracted service providers.
7. The arrangements for access to, and correction of, personal information held by the department also apply to parliamentarians and their staff, former employees, as well as members of the public who have provided personal information to the department in connection with activities at Parliament House (for example, interest groups who provide contact details for events, protests and consultative groups).

Policy statement

8. Wherever possible, the department determines how it collects, holds, uses and discloses personal information in accordance with the Australian Privacy Principles (APPs) contained in Schedule 1 of the Privacy Act.

Definitions

9. Personal information is defined in subsection 6(1) of the Privacy Act as "information or an opinion about an identified individual, or an individual who is reasonably identifiable:
 - a) Whether the information is true or not; and
 - b) Whether the information or opinion is recorded in a material form or not.
10. Sensitive information is defined in subsection 6(1) of the Privacy Act as including information about a person's health, political opinions, and other listed personal circumstances.

Types of information the department collects and holds

11. The department collects and holds personal information related to the following:
 - (a) recruitment, employment and management of departmental employees,
 - (b) dependants, next-of-kin and emergency contacts of departmental employees,
 - (c) contractors, consultants, contracted service providers and their employees,
 - (d) the provision of security passes for Parliament House, including escorted passes to visitors to the private areas of Parliament House,
 - (e) events at Parliament House facilitated by the department (for example school tours, private tours and private functions),
 - (f) the provision of feedback to the department on its services,
 - (g) the information and communications technology (ICT) functions, including website and email access and, in the case of Parliamentarians and their staff, managing ICT entitlements, and
 - (h) work health and safety incidents at Parliament House
12. The department only collects personal information that is reasonably necessary for, or directly related to its functions or activities. The nature and extent of personal information collected and held by the department will vary depending on a person's particular relationship and interaction with the department.
13. The department will only collect sensitive information about an individual if:
 - (a) the individual has consented, and the information is reasonably necessary for one or more of DPS' functions,
 - (b) the collection is required or authorised by or under law,
 - (c) it is unreasonable or impractical to obtain the consent of the individual to whom the information relates, and the collection is necessary to prevent or lessen a serious threat to the life, health or safety of any individual or to public health and safety,
 - (d) the collection is reasonably necessary for the establishment, exercise or defence of a legal or equitable claim, or
 - (e) the department has reason to suspect that unlawful activity, or misconduct of a serious nature that relates to the departments functions or activities has been, or is being, or may be engaged in and the department reasonably believes that the collection is necessary in order to take appropriate action.

How the department collects and uses personal information

14. The department endeavours to collect personal information about a person directly from that person where it is reasonably practicable to do so. The department collects this information through various means, including forms, information provided to managers and supervisors and through the department's people and organisational data management systems.
15. It is not always possible to collect personal information about a person directly from that person. The department may collect personal information from other sources including access to:
 - (a) Parliament House,

- (b) the Parliamentary Computing Network,
 - (c) other ICT networks and systems,
 - (d) past and present employees and referees,
 - (e) health practitioners,
 - (f) publicly available sources, and
 - (g) other government agencies and organisations.
16. The department may also generate personal information in the course of its functions or activities.
17. When collecting personal information, the department will endeavour to act consistently with the requirements under the APPs to notify the purposes for which the information is being collected, whether the collection is required or authorised by law, and any person or body to whom the department usually discloses the information. The department will usually provide this notification by including privacy notices on paper-based forms and the online portal.
18. Some of the primary purposes for which the department collects and holds personal information are outlined at paragraph 11 above. The department may also use personal information for secondary purposes where this is consistent with the Privacy Act. This may include where:
- (a) a person has consented to this use, or where the secondary purpose is related (or directly related if the information is sensitive information) to the primary purpose and it would be reasonable to expect the department to use or disclose the information for the secondary purpose.
 - (b) it is required or authorised by law, or
 - (c) a permitted general situation exists, such as to prevent a serious threat to safety.
19. The secondary purposes for which the department might use personal information will depend on the circumstances under which the information was collected, but might include quality assurance, auditing, reporting, research, evaluation and analysis.

Use of consultants, contractors and outsourced service providers

20. The department uses consultants, contractors and outsourced service providers (contracted service providers) to undertake certain business functions. Personal information may be collected by or provided to a contracted service provider when necessary. The department takes contractual measures to ensure that contracted service providers who have access to personal information collected by the department, or who collect or hold personal information on behalf of the department are subject to the same information security policy, training and auditing requirements as departmental personnel and are required to comply with the privacy requirements applicable to departmental employees.
21. The department also uses YouTube to host videos which are embedded on its website. When you play a video from the department's website, the video and associated assets will load from the domain www.youtube-nocookie.com, and other domains associated with the YouTube player. YouTube collects information about user activity including videos watched and interactions with content and ads. This information is not made

available to the department and is instead handled in accordance with the [YouTube privacy policy](#).

How the department holds personal information

22. The department stores personal information as hardcopy documents and electronic data (which may include secure approved cloud environments).
23. The department takes all reasonable steps to protect the personal information it holds against loss, misuse, and unauthorised access, modification or disclosure. The department manages personal information in accordance with the [Information and Records Management Framework](#). Under this framework, the department aims to comply with all relevant Australian Government legislation, security policies and standards and whole-of-Government requirements.
24. Documents containing personal information will be appropriately classified and access to any record in the department's records management system can be monitored through audit trails. Access to personal information is restricted to departmental employees on a need-to-know basis. Unauthorised access to, and the use or disclosure of, personal information is contrary to the Parliamentary Service Values and Code of Conduct.
25. The department endeavours to ensure that personal information it collects, holds, uses and discloses is accurate, up-to-date and complete.
26. When personal information collected by the department is no longer required, it is destroyed in accordance with the *Archives Act 1983* or de-identified.

Disclosure

27. The department may disclose personal information to other entities, including:
 - (a) other parliamentary departments, government agencies and organisations that have a function in relation to or affecting the administration of departmental employees such as the Australian Taxation Office, Commonwealth Superannuation Corporation and Comcare.
 - (b) in the case of security clearances, the Australian Government Security Vetting Agency, the Australian Federal Police and state and territory policing agencies.
 - (c) law enforcement agencies such as the Australian Federal Police and state and territory policing agencies.
 - (d) federal, state and territory courts and tribunals.
28. The department does not disclose personal health information to any other person, including next of kin, unless the individual to whom the information relates has given express consent, or the disclosure is required or authorised by or under an Australian law or would otherwise be consistent with the APPs.

Accessing and correcting personal information

29. Individuals have a right to request access to or seek correction of personal information the department holds about them. The department will endeavour to provide access to personal information within 30 days.
30. If a request is made to correct personal information, the department will take such steps as are reasonable in the circumstances to correct the personal information, noting that the department's ability to correct or amend personal information may be limited where the information is contained in a Commonwealth record as defined in the *Archives Act 1983*.
31. Points of contact:
 - (a) Employees – DPS Payroll in the first instance, via email to DPSPayroll@aph.gov.au
 - (b) Recruitment applicants – DPS Recruitment, via email to DPS.Recruitment@aph.gov.au, or the contact officer for the recruitment
 - (c) Individuals who are not departmental employees – the department's Privacy Officer, in the Legal Coordination Services team, via email to DPS.privacy@aph.gov.au, who will access and coordinate access to the personal information requested
 - (d) Parliamentarians and their staff – DPS ParllCT, via email to ParllCT@aph.gov.au