

Privacy and submissions

The Department of Climate Change, Energy, the Environment and Water recognises the importance of protecting your privacy and personal information. The department respects your rights to privacy and complies with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles in relation to handling your personal information.

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not.

Personal information being collected

By submitting a response to this Consultation Paper, you consent to the collection of all personal information provided in your submission. This includes your name, mailing or street address, email address and contact telephone number. You also consent to the department collecting information about your views on the draft *Guideline: Accounting for Carbon Sequestration from Tree Plantings* (the draft Guideline), including your views on the Consultation Paper questions.

The department will only collect information about you from your submission, unless you ask us to contact someone else on your behalf.

Purposes for which we collect your personal information

The department collects your personal information so that we can:

- identify who has made submissions in response to this Consultation Paper, and their industry;
- contact you in relation to your submission, including if your submission is unclear or incomplete, or if we would like further information about matters you have raised;
- keep you informed about the outcomes of this consultation process, and inform you of other Climate Active consultation processes; and
- keep you informed of future Climate Active initiatives, program news and updates.

Using and disclosing your submission and personal information

The department may use your submission (including personal information provided in it) for the purposes of:

- making policy decisions about the subject matter of this Consultation Paper;
- further developing the draft Guideline
- further consultation on the draft Guideline and related matters;
- developing response strategies to this consultation process;
- taking further action to consider and/or implement the draft Guideline
- keeping you informed about the outcomes of this consultation process, informing you of other Climate Active consultation processes, future Climate Active initiatives, program news and updates; and
- related purposes.

The department may disclose your submission (including personal information provided in it), for the purposes listed above:

- to other Australian government agencies and entities, and entities falling within the department's portfolio responsibility;
- where the department is required or authorised to do so under law.

Submissions marked as confidential will not be disclosed outside the department unless we ask you first, unless required or authorised to do so by law.

Anonymous submissions

You can provide your submission anonymously. However, if you do not provide your personal information, we may be unable to contact you regarding your submission, the outcome of the consultation process, or other consultations.

Other person's personal information and their consent

If you are making a submission on behalf of another person, or your submission contains someone else's personal information, you must have their consent to include their personal information. If you do not have consent, please de-identify or remove the personal information before lodging your submission.

Privacy Policy

The department's [Privacy Policy](#) contains more information about how we handle personal information, how you can access or correct your personal information, and how to make a complaint. The Policy is available on the department's website at <https://www.dcceew.gov.au/about/commitment/privacy>.

Contact Us

If you have a question about this privacy notice or our Privacy Policy, you can contact us at:

Attention: Privacy Officer

Email: privacy@dcceew.gov.au

Post: GPO Box 3090, Canberra ACT 2601, Australia

Tel: (61 2) 6213 6000

Or use the [Contact Us](#) link on our website at <https://www.dcceew.gov.au/about/contact>.