



OFFICIAL

Recording Events in Agency Systems

APP5 Notice – Notification of the Collection of Personal Information

1.1 Your personal information

The Australian Digital Health Agency (the Agency) collects personal information about individuals for a range of purposes to enable it to carry out its functions. This collection is undertaken in accordance with the requirements of the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Agency's [Privacy Policy](#). This Collection Notice should be read in conjunction with the Recording Events in Agency Systems Policy.

Further details about the collection of your personal information are provided below.

Events held through Agency Systems – Collection of Personal Information	
Who is collecting your personal information?	Your personal information is being collected by the Agency via Agency systems such as MS Teams and WebEx (under their privacy policies). These systems have been certified as meeting all Agency standards for the security of personal information.
Collection of your personal information	Your personal information (your name and other identifiers, which may include a recording of your image and / or voice) will be collected for the purpose of recording an Event held through Agency Systems.
Authority for collection of personal information	The Agency has several functions under the <i>Public Governance, Performance and Accountability (Establishing the Australian Digital Health agency) Rule 2016</i> (Cth) (the Rule). Your information is collected for the purpose of the Agency's functions under the Rule, including to continuously innovate and improve systems and services in relation to digital health, and anything incidental to these functions.
Why does the Agency collect your personal information?	The Agency is collecting your personal information for the purpose of recording Events where having a record of the Event will help assist the Agency achieve its functions. Any personal information you provide during the recording, including that provided in chat or similar functions, may be used by the Agency to assist it achieve its functions.
What would happen if you do not consent to the collection of your personal information?	If you do not consent to the Agency collecting your personal information through recording, you should not attend the Event. If you attend an Event and no longer consent to being recorded, you should either leave or not engage in the Event.

Events held through Agency Systems – Collection of Personal Information	
Who will the Agency disclose your personal information to?	Recordings will be shared with relevant Agency Personnel. The Agency will not disclose your personal information to external parties, other than the Agency’s system providers e.g., Microsoft, Webex and Zoom in their capacity as contracted service providers to the Agency. Any mandatory disclosures required by the Privacy Act are described in the Agency’s Privacy Policy .
Access to and correction of your personal information	The Agency’s Privacy Policy contains information about how you may access and seek correction of your personal information, as held by the Agency. This includes any recordings of Events in Agency Systems.
Privacy complaints	The Agency’s Privacy Policy contains information about how you may enquire about a breach of the Australian Privacy Principles and how the Agency will deal with complaints.
Overseas disclosure of your personal information	Personal information is not disclosed to overseas parties by the Agency. Under their services agreement with the Agency, contracted service providers are required to store any Agency data within Australia.

1.2 Contact details

For information on the way in which your personal information collected during this Event will be handled please contact the Event Convenor.