# Appendix A: Privacy Notice and Consent Template Text

**About privacy notices**

When collecting personal information, Investment NSW should tell the person:

* + whether the collection is required by law;
	+ what the consequences will be if they do not provide the information;
	+ what it will be used for;
	+ who will hold/store the information (if not the agency);
	+ who else might receive the information from the agency; and
	+ how they can access or update/correct their information.

The following Template privacy notice can be used when collecting personal information in a written form.

However, this is a template only, and terms should still seek the advice of the Information Access and Governance Team to ensure the privacy notice is appropriate in each case.

**Template privacy notice**

The information you have provided has been collected for the purpose of [insert purpose of collection, noting that this will also determine the purpose for which the information can be lawfully used and disclosed]. Providing us with the requested information is/is not required by law. However, if you choose not to provide us with the requested information, … [describe the main consequences for person if information is not provided – e.g., Investment NSW cannot investigate your complaint].

You may request access to your information at any time. To access or update your personal information, or for more information on our privacy obligations, ask to speak to the Investment NSW Privacy Coordinator who can be contacted at informationaccess@investment.nsw.gov.au .

[insert the following highlighted paragraph only where the agency wishes to use or disclose Personal Information for a secondary purpose not directly related to the primary purpose for which the information was collected.]

With your permission, we would also like to [use/disclose] your information to: [describe here the intended secondary purpose – e.g., put you on your mailing list for future community events].

I consent to my personal information being [used / disclosed] for the purpose of [name the secondary purpose].

Signature:

If Personal Information is being collected verbally, see *Verbal collections* below.

**Verbal collections**

When collecting Personal Information verbally (e.g., during telephone discussions), we can use less formal wording, so long as we explain how the person’s Personal Information will be used, and to whom else it will likely be disclosed. If the person asks further questions about whether the information is really needed, then we can go into more depth, and we can also mention their access and amendment rights or offer to let them speak to Treasury's Privacy Coordinator.

However, if we need to obtain the person’s verbal consent to a secondary use or disclosure, we must explain what it is we are asking, and we must ensure that they understand they are free to say ‘no’. We must also make a file-note of what was said.