

Anti-Bullying Rapid Review Consultation

Privacy Statement and Consent

Under the [Anti-Bullying Rapid Review \(the Review\)](#), the Department of Education (department) will look at what policies and programs are working in schools to effectively prevent and respond to bullying and what needs strengthening. The Review will include:

- in-person and virtual consultations
- an online submission process.

People can share their personal experiences on what programs and supports are offered to prevent and respond to bullying in schools and what needs to be improved.

Your personal information is protected by law, including under the *Privacy Act 1988* (Privacy Act).

Personal information

Personal information is information or an opinion about an identified or reasonably identifiable individual. Personal information includes an individual's name and contact details.

You do not have to provide any personal information as part of the online submission process, but any personal information you choose to provide will be handled in accordance with this privacy statement.

Personal information collected as part of the virtual consultation processes will also be handled in accordance with this privacy statement.

Sensitive information

Sensitive information is a subset of personal information. It includes information or an opinion about your racial or ethnic origin, political opinions, religious beliefs or affiliations, philosophical beliefs, membership of associations or unions, sexual orientation or practices, criminal record, or health, genetic or biometric information.

We need your consent to collect your sensitive information. You do not have to consent to the collection of your sensitive information. If you do not consent, please do not provide any sensitive information in your submission or contributions.

Collection of personal information about others

We also need consent to collect personal information from someone other than the individual concerned, unless certain exceptions apply. If you provide personal information about another individual, you need to check with them first that they agree to the information being provided and being handled by the department in accordance with this privacy statement.

Please do not provide personal information about any other individual unless you have their consent.

Purpose of collecting your information

Any personal information, including sensitive information, is collected by the department (or its contracted providers) for the purposes of informing the final report of the Review and related purposes such as:

- administering the Review and related consultation processes, including contacting respondents, where they have agreed, in relation to their submission or contacting participants in the consultation process about their responses
- informing or contributing to policy or programme development related to the Review
- developing recommendations for the report
- publishing submissions, where you have consented.

The department will use Qualtrics to collect your personal information through the online submission process. Please refer to the department's privacy policy for more information about how Qualtrics handles personal information.

Any personal information collected during the submission and consultation processes will be de-identified in the final report of the Review.

Your personal information may also be used for other purposes outlined in the department's Privacy Policy, where you have agreed, or where it is otherwise permitted under the Privacy Act.

Disclosure of your personal information

Any personal information collected as part of the Review may be disclosed to third parties, including but not limited to:

- the Review co-chairs
- the Department of Employment and Workplace Relations and Qualtrics for the purpose of IT support
- any contracted service provider engaged by the department in connection with the Review.

Your personal information may also be disclosed to other parties as outlined in the department's Privacy Policy, where you have agreed, or where it is otherwise permitted under the Privacy Act.

Overseas disclosure of personal information

If you provide an online submission and agree to your submission being published on the internet, any personal information you provide in relation to the submission is likely to be disclosed to overseas recipients by virtue of it being published on the internet. We need your consent to disclose

your personal information to overseas recipients. You do not have to consent to the disclosure of your personal information to overseas recipients.

If you consent to the disclosure of your personal information to overseas recipients, the department will not be required to take reasonable steps to ensure that the overseas recipients do not breach the Privacy Act. This means that Australian Privacy Principle 8.1, as set out in the Privacy Act, will not apply to the disclosure of your personal information to any overseas recipients.

Microsoft Office 365 Copilot

The department will use Microsoft 365 Copilot (Copilot) to assist with notetaking for the virtual consultation process and where applicable, for the in-person consultation. Copilot is a generative AI tool designed to improve and support productivity capabilities. You may attend a consultation that is transcribed by Copilot using speech to text data.

If you attend a consultation that is being transcribed, Copilot may process the following personal information:

- Name or username
- Profile Photo (if joining via Microsoft Teams)
- Email address (if joining via Microsoft Teams)
- Your contributions (including written chat messages, if joining via Microsoft Teams)

Access to the Copilot transcripts is restricted to relevant department staff working on the Review and its contracted service providers. Prior to the virtual consultation, you will have a further opportunity to indicate your consent for Copilot to be used to collect your personal information. Refer to the 'your consent' section below for more information.

Information on Microsoft's privacy information for Copilot can be viewed here:

<https://www.microsoft.com/en-gb/privacy/privacystatement>

Privacy policy

The department's [Privacy Policy](#) contains more information about how the department will manage your personal information, including information about how to make a complaint and seek access to and correction of your personal information.

Contacts and further information

To contact the department about your personal information, email privacy@education.gov.au.

To contact the department about the Review to inform a consistent national standard to address bullying in schools contact: ABBRConsultations@education.gov.au.

Information on the department's Terms and Conditions for public submissions is found at:

<https://www.education.gov.au/about-us/corporate-reporting/information-publication-scheme-ips/public-reviews-and-consultations/terms-and-conditions-public-submissions>.

Your consent

By participating in the submission or consultation process, you confirm that:

- **you have read and understood this privacy statement and consent form.**
- **you agree to the collection of any sensitive information** you choose to provide in accordance with this privacy statement and the consent form.
- **to the extent you have provided personal information about another individual, you have obtained that individual's consent** to provide their personal information and for their personal information to be handled in accordance with this privacy statement and the consent form.

Consent for Copilot to collect your personal information

In-person and virtual consultations will be supported by Microsoft 365 Copilot to assist with notetaking. **By participating in the consultation process, you consent to the collection of your personal information by Microsoft 365 Copilot.**

Consent for publication of your online submission

Online submissions will be published on the Anti-Bullying Rapid Review's webpage shortly after the submission process closes. In the submission form, you can choose to have your submission:

- Published with your name and organisation attributed to your submission. **By agreeing to this, you also consent to the disclosure of your personal information in the submission to any overseas recipients.** Contact details will be removed from the submission prior to publication.
- Published anonymously, or
- Not published.

Parental consent to participate

If you are under 15 years of age, we will ask if you have parental or guardian consent to provide an online submission or participate in an in-person or virtual consultation.