



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

Australian Privacy Principle 5 Notice

Recording and transcribing meetings between the Vehicle Safety Operations Branch and external stakeholders.

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) is collecting personal information for the purposes of creating temporary records to facilitate the secretariat function of the department, in accordance with the *Privacy Act 1988*.

The Department will use your personal information for the development of meeting minutes and summaries to ensure accurate records of meetings with key stakeholders are retained and will dispose of the information when no longer required. The Department will provide the resulting meeting summary or minutes to all meeting attendees.

The Department's [privacy policy](#) contains information regarding complaint handling processes and how to access and/or seek correction of personal information held by the Department. The [Privacy Officer](#) can be contacted on (02) 6274 6495 or by email: privacy@infrastructure.gov.au.