

State Planning Policy and Minister's Guidelines and Rules Public Consultation - Collection Notice

Who we are: The Department of State Development, Infrastructure and Planning is a Queensland government department. We are committed to handling your personal information in accordance with the [Information Privacy Act 2009 \(Qld\)](#) and the [Queensland Privacy Principles](#).

What information we collect: We may collect your personal information including name, email address, residential or business address, signature or electronic authorisation / signature. For a submission to be a properly made submission under Schedule 2 of the [Planning Act 2016](#) (Planning Act) it must include the name, residential or business address, postal or electronic address and signature or electronic signature of the submission maker. You are not required to provide any additional personal information.

Authority for collection: Your personal information is collected to administer the public consultation process for making or amending the State Planning Policy under section 10 of the Planning Act and for making or amending the Minister's Guidelines and Rules under sections 17 and 10 of the Planning Act. The meaning of a properly made submission is set out in Schedule 2 of the Planning Act. Your personal information is subject to the [Information Privacy Act 2009 \(Qld\)](#).

Consequence of not providing the information: If you choose not to provide your name, email address, residential or business address, signature or electronic authorisation / signature, your submission will not be properly made under Schedule 2 of the Planning Act.

How we collect it: We collect personal information from you directly. The information collected will be retained as required by the [Public Records Act 2023](#).

Why we collect it (Purposes): We collect your personal information in order to administer the statutory public consultation process for the making or amendment of the State Planning Policy under section 10 of the Planning Act. This information is required so that your submission can satisfy the requirements for a properly made submission under Schedule 2 of the Planning Act. The information enables us to receive, assess and consider your submission.

How we use and share it: We use your personal information for the Purposes set out above. We will not use your personal information for any other purpose unless we are authorised and required under an Australian law, or court or tribunal order to do so. Personal information collected by the department may be used with AI tools for related purposes. For more information about the department's use of personal information with AI tools, please refer to the [Use of AI Tools Disclosure Statement](#).

Personal information will not be disclosed for a purpose unrelated to the Purposes detailed above, or where a specific Act applies except where:

- or required by other legislation (including the Right to Information Act 2009); or
- otherwise required by law.

We will not disclose your personal information to anyone else unless one of the following applies:

- you have consented
- you would expect us to, or we have told you we will
- it is required, authorised or permitted by law
- it will prevent or lessen a serious and imminent threat to somebody's life or health
- the disclosure is reasonably necessary for law enforcement, or the protection of public revenue.

The [Information Privacy Act 2009 \(Qld\)](#) permits use and disclosure of your personal information in other circumstances. We will otherwise deal with your personal information in accordance with the [Information Privacy Act 2009 \(Qld\)](#) as amended from time to time.

Do we send your personal information overseas? Disclosure of your personal information to entities outside of Australia is not likely. If it becomes necessary, we will tell you about the countries in which the recipients are likely to be located if practicable.

How we protect your personal information: We store your personal information in secure government systems with role-based access controls and other safeguards in accordance with Queensland Government information security and records management requirements. All submission data, including supporting documents, will ultimately be stored in Source for record keeping. No personal information is disclosed to any external entities.

Access and correction: You can request access to your personal information held by DSDIP or ask us to correct it if it is wrong or incomplete. You may also make a privacy complaint if you believe your personal information has been handled inconsistently with the [Information Privacy Act 2009 \(Qld\)](#). Further information about how DSDIP manages personal information, including contact details for complaints, is available in our [Privacy Policy](#).

Questions and complaints:

If you have a question relating to the handling of your personal information as part of process, please contact the team at planningforqueensland@dsdip.qld.gov.au.