

# Business Characteristics Survey Consultation Collection Notice

The ABS is consulting with users of the Business Characteristics Survey to receive feedback on proposed changes. The survey publishes data under the following releases:

- [Innovation in Australian Business](#)
- [Characteristics of Australian Business](#)

Each release contains estimates of key business characteristics, along with an alternating annual release of detailed information on the use of digital technologies or detailed information on innovation related activities.

From 2024-25, the Business Characteristics Survey will move to a biennial frequency, that is, collecting and publishing data every two years, rather than annually.

We are reviewing the data collected under the survey, as well as publication content, to ensure we can continue to provide high quality business characteristics data that is important to users, on a biennial frequency.

The ABS will make decisions on changes to the 2024-25 cycle of the Business Characteristics Survey, as well as future releases, based on the information gathered in this consultation.

This Collection Notice explains the management of personal information as part of the consultation through the ABS Consultation Hub (Citizen Space).

## Who is collecting your personal information?

Your personal information is being collected by the ABS and ABS's technology service provider for the consultation, [Delib](#).

The [ABS Privacy Policy for Managing and Operating Our Business](#) provides details about how we (the ABS) manage and protect your personal information.

## How is your personal information collected?

As part of making a submission, you may be required to provide your personal information to the ABS through our Consultation Hub.

Delib is a third-party platform used by the ABS by way of the technology known as Citizen Space. The [Privacy Notice](#) for the Consultation Hub explains how the ABS use

Delib and Citizen Space. The ABS is the data controller and Delib is the data processor. [Delib's Privacy Notice](#) explains how Delib will collect, safeguard, and process your data on behalf of the ABS.

## **What personal information is collected?**

As part of a submission to the Business Characteristics Survey Consultation, the ABS will collect and hold the following information. It is optional when making a submission to provide:

- Name
- Organisation
- Email address
- Phone number
- Responses to consultation questions

## **How will your personal information be used?**

The ABS will use your submission to inform changes to the content and release of future Business Characteristics surveys and publications.

Your submission will not be published. We may publish summaries of submissions in the ABS Consultation Hub, however these will not contain any details to identify the submitter.

Consent for further contact from the ABS may be selected by you. If you choose to consent to being contacted about your submission, we may use your name, organisation, email address and phone number to contact you if we have follow-up questions in relation to your submission.

## **How will your personal information be managed?**

We comply with the [Privacy Act 1988](#) and the [Archives Act 1983](#) in the storage, collection, access, use, disclosure, retention and destruction of your personal information collected.

When personal information is collected as part of the Business Characteristics Survey consultation, it is stored in secure data centres in Australia.

The hosting provider for Delib (AWS) meets all Australian Government privacy and data storage requirements.

The ABS will also extract a copy of your submission from the Consultation Hub and store this in the secure ABS environment. Authorised ABS staff will then remove your

contact details (name, organisation, email address and phone number) and store a de-identified version of your submission in the secure ABS environment for record keeping purposes.

Your original submission containing your contact details will be deleted from Delib data stores and the secure ABS environment no later than 1 July 2025.

The [ABS Privacy Policy for Managing and Operating Our Business](#) provides details about how we (the ABS) manage and protect your personal information stored in ABS systems.

## **Who will your personal information be shared with? Does anyone else have access to your personal information?**

As the technology service provider, Delib will only access your personal information when requested to do so by the ABS, and only for the purposes of assisting with the administration of the site.

If you have identified you have provided a submission on behalf of an organisation, the ABS may share the information in your submission to an alternative contact within your organisation if there is a legitimate reason to do so.

Except for Delib in their data processing role, the ABS will not:

- share information in a way that would identify you or your organisation(s) without your consent
- share information with private organisations, such as direct marketing companies
- share information with other government agencies for compliance or regulation activities.

Unless required or authorised by or under an Australian law.

The [ABS Privacy Policy for Managing and Operating Our Business](#) provides more information about how we handle your personal information.

## **How to access and correct your personal information**

Contact the ABS Privacy Officer using the details provided below if you need to access or correct your personal information.

## **How to update your submission**

A submission cannot be edited in the Consultation Hub once it has been submitted. If the consultation is still open, you can provide a new submission. Please contact [technology.and.innovation.wdb@abs.gov.au](mailto:technology.and.innovation.wdb@abs.gov.au) to request removal of your original submission.

## **Privacy complaints**

The [ABS Privacy Policy for Managing and Operating Our Business](#) has information about how you can make a complaint if you feel we have not adequately protected your privacy. The Policy describes how we will respond to your complaint, and what you can do if you are not satisfied with our response.

You can contact the ABS Privacy Officer (details below) who will respond to enquiries or assist with complaints.

## **ABS Privacy Officer contact details**

By email: [privacy@abs.gov.au](mailto:privacy@abs.gov.au)

By post: ABS Privacy Officer  
Australian Bureau of Statistics  
Locked Bag 10, Belconnen ACT 2617