



# HOW THE COMMISSION WILL HANDLE THE INFORMATION YOU PROVIDE

## Information for participants at sessions with a Commissioner

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This document informs people participating in a session with a Commissioner, including a private session, how the information they give to the Commission in those sessions will be treated.

Further information on how sessions with a Commissioner are conducted is set out in [Practice Direction No. 4 – Sessions with a Commissioner](#), available on the Commission's website.

### CAN I CHOOSE HOW MY INFORMATION WILL BE TREATED?

Yes. The Commission will respect the wishes of any person who wants to provide information privately to the Commission. At the start of your session with a Commissioner, you will be asked if you would like your information to be treated as public, anonymous or confidential.

- **Public**

You can request that your information be provided in a way that identifies you. The Commission may publish or quote from the information you provide in its final report and may identify you as the source of any information that it decides to make public.

- **Anonymous**

You can request that your information be provided anonymously or under a pseudonym (a made up name). The Commission will keep a record of your identity and may publish or quote from the information you provide in its final report, but it will not name or identify you as being the source of any information that it decides to make public.

- **Confidential**

You can request that all or some of your information be provided confidentially. While your information may inform the Commission's work, the Commission will not publish confidential information or quote from it in its final report.

Sessions that are treated as confidential are also known as 'private sessions' under the *Commissions of Inquiry Act 1995 (Tas) (Act)*.

The Commission may still be required to disclose confidential information to police if it is required to do so by law (as discussed further below).

If you provide information to the Commission, you also have rights and protections under the Act. Details about the protections and rights of people who provide information to the Commission are set



out in the [Providing Information to the Commission: Information for members of the public](#) fact sheet available on the Commission's website.

### **ARE SESSIONS RECORDED?**

To ensure that all information is properly considered, the Commission will keep records of all information that it receives. These records may include an audio recording of your session with the Commission, which the Commission will ask for your consent to record.

You may withdraw your consent to record at any time (for more information, please see the 'Getting in touch with the Commission' section below).

If you are not able to give consent yourself (for example, if you are under 18 years of age), you should bring someone able to consent on your behalf with you to your session with a Commissioner.

### **WHAT HAPPENS TO THE RECORDINGS?**

While it is undertaking its inquiries, the Commission may review the audio recording of your session to make sure that all of the information you have provided is properly understood and used to inform the Commission's work. For example, information you provide may be used to inform the Commission's further inquiries and may be included in its final report (subject to whether you provide the information anonymously or confidentially).

### **WHAT HAPPENS TO INFORMATION THAT IS PROVIDED?**

A Commission staff member will attend each session to take notes. Details about the way in which the Commission may use the information that it receives, including the limited circumstances in which it may be necessary or appropriate for the Commission to share information with others, are set out in the '[Providing Information to the Commission: Information for members of the public](#)' fact sheet available on the Commission's website.

Any support person who attends a session with a Commissioner with you must also keep all information discussed at that session confidential.

### **GETTING IN TOUCH WITH THE COMMISSION**

You can get in touch with the Commission at 1800 950 110 between 9.00am and 5.00pm on weekdays (excluding public holidays) or email [contact@commissionofinquiry.tas.gov.au](mailto:contact@commissionofinquiry.tas.gov.au) to ask any questions you might have about your participation in the Commission's inquiries or to withdraw any consent you have previously provided to the Commission.

**The information provided in this document is not legal advice. Please seek your own legal information if required. Providing information to the Commission may be difficult, confronting and upsetting for some people. If you need to talk to someone, support is available from the services listed on the Commission's website. Support will also be available at any sessions with a Commissioner.**