

Policy Name	Information Privacy
Policy Type	Governance
Policy Number	GOV17
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Policy Name Information Privacy

Summary

This policy is designed to promote the protection of personal information in accordance with the Information Act (NT) and with the Information Privacy Principles (IPP's).

Policy Statement

West Daly is committed to protecting privacy in accordance with the Information Act (NT) and in particular with the Information Privacy Principles (IPP's).

Collection, Use and Disclose will only take place in accordance with the IPP's.

The IPPs (see <https://infocomm.nt.gov.au/privacy/information-privacy-principles>) are a set of rules for collecting and handling personal information. The IPPs are:

IPP1 (Collection) describes what an organisation should do when collecting personal information.

IPP2 (Use and disclosure) describes how organisations can use and disclose personal information.

IPP3 (Data quality) and IPP4 (Data security) set standards that organisations must meet for the accuracy, currency, completeness and security of personal information.

IPP5 (Openness) requires organisations to be open about how they handle personal information.

IPP6 (Access and correction) provides for access and correction rights, giving a general right of access to personal information and the right to have that information corrected if it is inaccurate, incomplete or out of date. This principle corresponds to the access provisions in the freedom of information component of the Act.

IPP7 (Identifiers) requires that general government identifiers only be used for the purposes for which they were issued.

IPP8 (Anonymity) requires that, where possible, organisations must provide the opportunity for a person to conduct a transaction without identifying themselves.

IPP9 (Trans border data flow) outlines privacy protections that apply to the transfer of personal information outside the Territory.

IPP10 (Sensitive information) requires consent to be obtained from individuals with respect to sensitive information, such as information on health, racial or ethnic origins, political opinions, religious beliefs, or criminal record. Sensitive information is a subset of personal information, and special protection applies to this information.

The IPPs are not intended to prevent the legitimate use of personal information to provide West Daly services. Instead, they require West Daly to give people more control over what personal information they make available and how it is used.

Scope

This policy applies to West Daly elected members, local authority members, employees, contractors and volunteers of WDRC.

It covers records of West Daly business and personal information collected by West Daly through which an individual's identity is apparent or could reasonably be attained. This policy covers personal information collected in any format including correspondence, in person, over the phone and over the internet.

Objectives

The objectives of this policy are to comply with the Act.

In addition it provide information and guidance to West Daly staff in the use of personal information and the handling of information requests under the Information Act as West Daly collects, manages uses and discloses personal information.

Monitoring

The Records Officer of West Daly will monitor and advise on privacy and information management as part of their risk management function.

Associated Documents

Corporate Links to this document are:

- WDRC's Records Management Framework.
- WDRC's Record Management Policy.
- WDRC's Records Management Communication Plan.
- WDRC's Business Rules.

[Review History]

This policy and associated business rules will be formally reviewed, on a three-yearly basis.

REFERENCES

Information Act (NT)

Information Privacy Principles

FURTHER INFORMATION:

Chief Executive Officer

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email info@westdaly.nt.gov.au | www.westdaly.nt.gov.au | ABN: 25 966 579 574
