

## 1.13 PRIVACY POLICY

<b>Policy Number</b>	<b>1.13</b>	<b>Date Commenced</b>	17/07/2013
<b>Date Adopted</b>	16/07/2013	<b>Resolution Number</b>	16/07/2013/006
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<b>Last Review Date</b>	Nov 2016	<b>Next Scheduled Review Date</b>	Nov 2020
<b>Policy Responsibility</b>	Council and Chief Executive Officer		

### Document History

<b>Version</b>	<b>Date Amended</b>	<b>Details Comments e.g. Resolution Number</b>
1.1	Nov 2016	Policy updated to reflect current practice.

### INTRODUCTION

As part of Council's operations, it is responsible for handling personal information and is committed to handling the information responsibly.

### OBJECTIVE

To protect the privacy of Councillors, Staff Contractors, volunteers and the public in accordance with the Information Privacy Principles ("IPPs") set out in the *Information Act* (NT) ("the Act").

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### POLICY STATEMENT

Council will handle responsibly all personal information it holds and in accordance with Information Privacy Principles ("IPPs") set out in the *Information Act* (NT) ("the Act") subject to the constraints of other legislation.

### PROCESSES

#### Personal Information

Personal information is defined as "Council information held in any form from which a person's identity is apparent or is reasonably able to be ascertained."

#### Collection

The Council only collects the personal information that it needs to carry out its functions and activities, including its statutory functions under the *Local Government Act*.

#### Use and Disclosure

The Council will only use personal information internally or disclose it to a third party for the purpose for which it was collected or a secondary purpose which is directly related to the primary purpose.

The Council will take all reasonable steps to ensure that personal information is not disclosed to third parties except in certain circumstances, including where:

- there has been consent to the release;
- Council is authorised or required by law or regulatory requirements to disclose the information. (e.g. law enforcement agency)
- The information is disclosed in accordance with section 152(4) of the *Local Government Act 2008*, which requires Council to make the assessment record available for inspection by any member of the public. The assessment record includes rate payer information such as the name and address of the owner or principal ratepayer, a brief description of the land, and its assessed value.
- The information is needed by a third party for the provision of services to the Council. Council will endeavor to ensure that the service provider agrees to preserve the confidentiality of personal information;
- Where Council is not prohibited from disclosing the information, as described in the Act.

Council will inform persons, if practicable, prior to collecting personal information, of the third parties that Council intends or may be required to disclose personal information to.

Prior to disclosing any personal information, Council will take all reasonable steps to ensure that the third party is committed to protecting personal information and has the consent to do so.

### **Security of Information**

Council will take all reasonable steps to protect personal information from misuse or loss. It will ensure that operational procedures are in place to protect personal information from unauthorised disclosure or modification.

Council will dispose of all personal information where it is no longer needed or in accordance with the law.

### **Access to Information**

Council will not deny access to information held about a person, to that person, unless there is an applicable exception under the Information Privacy Principles (IPPs) or the Act.

### **Quality of Information.**

Council will take all reasonable steps to ensure personal information is complete, accurate and up to date.

Persons who believe that their personal information that council holds is inaccurate may request that the information is corrected. This will be done in accordance with the Act.