



PRIVACY POLICY

1 Aim

The Corporation aims to act with proper care regarding privacy as per the Privacy Act 1988 and other applicable legislation.

2 Legislation

Privacy Act 1988 (Commonwealth)

3 Policy

The Corporation will take all reasonable steps to protect all personal information held from misuse and loss, and from unauthorised access, modification or disclosure. This protection applies in relation to information stored in both electronic and hard copy form.

Personal Information is defined as information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

The Corporation may otherwise use or disclose personal information where required or authorised by law, which may include emergency situations and assisting law enforcement agencies as permitted.

The Corporation is committed to:

- a) respecting the privacy of customers, staff and stakeholder personal information;
- b) advising customers (and others) of their privacy rights and of their right to correct errors in information held relating to them and the method for doing so;
- c) collecting personal information for a lawful purpose only which directly relates to its functions and activities;
- d) collecting sensitive information only with consent or otherwise in accordance with the law;
- e) using and disclosing personal information for purposes related to the main purpose for which the information was collected, or where the Corporation gains consent for alternate use or disclosure;
- f) disclosing personal information to third parties on a confidential basis so that they can effectively provide services and functions on the condition that they agree to the Corporation's minimum privacy requirements in relation to safekeeping and/or the return of the information; and
- g) maintaining a record of all personal information kept by on or behalf of the Corporation under clause 3 of Privacy Principle 5 of the Act, making this record available for members of the public; and providing the Commissioner, in the month of June each year, with a copy of this record.

4 Responsibilities

The CEO is responsible for ensuring that the Corporation complies with applicable privacy legislation.

All staff are required to comply with the spirit and letter of this policy and its associated procedures and undertake any relevant training as required.

5 References

- Privacy Procedures
- Record Mangement Policy
- Records Retention & Destruction Policy

Approved by the CEO on 29/06/2009

A handwritten signature in black ink, appearing to read "B. White", with a horizontal line underneath the signature.

Signed: _____