

MANAGEMENT PROCEDURE



Information Privacy Principles	Document No:	MPR-012
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	Approved By:	Chief Executive
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Authorising Officer:	Chief Executive	

1. PURPOSE

These principles are to give all Directors, Managers and Employees a clear understanding of how to comply with the Information Privacy Act 2000.

2. SCOPE

These principles apply to all full time, part time and contracted employees of the Surf Coast Shire.

3. REFERENCES

- SCS-009 Information Privacy Policy.

4. CRITERIA

The Chief Executive Officer will appoint a person to promote an understanding and acceptance of the Information Privacy Principles and the objectives of those Principles.

The appointed person will conduct or commission audits of records of personal information maintained by Surf Coast Shire for the purpose of ascertaining whether the records are maintained according to the Information Privacy Principles.

Council in administering a public register, so far as is reasonably practicable will not do an act or engage in a practice that would contravene an Information Privacy Principle in respect of information collected, held, managed, used, disclosed or transferred by it in connection with the administration of the public register if that information were personal information.

When Council seeks personal information from an individual, in writing, the following Privacy Notification statement will form part of the request;

Privacy Notification

The personal information requested on this form is being collected by Council for (insert functional purpose). The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the (insert functional purpose) and that they may apply to Council for access to and/or amendment of the information.

Attachment (1) Information Privacy Principles

Principle 1 - Collection

Collect only personal information that is necessary for the performance of functions; collect for a purpose; collect lawfully, fairly and not unreasonably intrusively.

Principle 2 - Use and disclosure

Use and disclose personal information only for the primary purpose for which it was collected; or a related purpose the person would reasonably expect; or if required by legislation, otherwise, seek consent of the individual.

Principle 3 - Data quality

Make sure personal information is accurate, complete and up to date.

Principle 4 - Data security

Take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure. Disposal or destruction of personal information must be in accordance with disposal schedules of the *Public Records Act 1973*

Principle 5 – Openness

Take reasonable steps to provide individuals with general information on the types of personal/ health information it holds and for what purpose it may have been collected.

Principle 6 - Access and correction

Individuals have a right to seek access to their personal information and make corrections. Access and correction will be handled mostly under the *Freedom of Information Act*.

Principle 7 - Unique identifiers

Limit the assignment, adoption and sharing of unique identifiers which is intended to minimise cross-matching of data across government agencies.

Principle 8 - Anonymity

Give individuals the option of not identifying themselves when entering transactions, if that is lawful and feasible.

Principle 9 - Transborder data flows

Personal information can only be transferred interstate or overseas if certain conditions are met, such as consent by the individual, or the recipient protects privacy under standards similar to Victoria's laws or protections.

Principle 10 - Sensitive information

Collection and use of sensitive information is tightly restricted, this includes information or opinion about an individual's:

- political views
- religious beliefs
- sexual preferences
- membership of groups
- racial or ethnic origin
- criminal record

A full description of the Information Privacy Principles can be found under Schedule 1 of the Information Privacy Act 2000.

A copy of this act is available on Councils legislation library via computer.