

COUNCIL POLICY



Information Privacy Policy	Document No:	SCS - 009
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Responsible Officer: Corporate Development Manager	Expiry Date:	20 February 2008
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Authorising Officer:	Chief Executive Officer	

1. Purpose

The purpose of this process is to:

- To establish a regime for the responsible collection, handling and security of personal information.
- To provide individuals with access to information held by the organisation, including information held by contracted service providers;
- To provide individuals with the right to require the organisation to hold correct information about them, including information held by contract service providers;
- To provide remedies for interferences with the information privacy of an individual.
- To demonstrate compliance with the Information Privacy Act 2000.

2. Scope

This policy will apply to Council, its employees and its contracted service providers.

3. Definitions

“Information Privacy Principle” means any of the Information Privacy Principles set out in MPR-017.

“Personal Information” means information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, but does not include information of a kind to which Schedule 2 of the Act applies (Health Information)

“Personal Privacy” means privacy of personal information

“The Act” means the Information Privacy Act 2000.

4. Policy

Surf Coast Shire recognises the need to balance the public interest in free flow of information with the public interest in protecting the privacy of personal information held by the organisation and its contracted service providers. Consistent with Surf Coast Shires commitment to staff, procedures will be implemented to promote awareness of responsible and transparent personal information handling practices

5. References

Information Privacy Act 2000
MPR – 013 – Principles