

# Council Policy

**TITLE: Privacy Policy**



<b>Policy Number</b>	DCS012
<b>Category</b>	Governance
<b>Strategic Plan Reference</b>	A Supportive Organisations
<b>Approval date</b>	13 December 2013
<b>Minutes Reference</b>	OCM Item 13.4
<b>Last Reviewed</b>	
<b>Next Review Date</b>	30 September 2014

## 1. Purpose

To set out how the MacDonnell Shire Council ('the Shire') manages and uses personal information in accordance with the Information Privacy Principles under the *Northern Territory Information Act* ('the Act').

## 2. Scope

This policy applies to all employees, elected members, contractors and volunteers of the Shire. It covers personal information collected by the Shire through which an individual's identity is apparent or could reasonably be attained. This policy covers information collected in any format including correspondence, in person, over the phone, and over the internet.

## 3. Policy Objectives

This policy is designed to provide a clear and transparent policy for the use of personal information by the Shire.

## 4. Policy Statement

**4.1** A general statement outlining Council's position on the handling of personal information will be used at all points of collection and all outgoing correspondence that may request personal or health information. This will include the Shire's web site, advertising material, standard forms and correspondence requesting personal or health information.

**4.2** Forms collecting information that is to be used for a specific purpose will include a privacy statement on the form including the purpose of collection.

**4.3** Queries and requests regarding personal information or privacy concerns under the Act should be directed to the Manager – Governance and Planning.

## 5. Privacy Principles

The Shire respects the right of an individual to have their privacy protected. All collection of personal information must be compliant with the Information Privacy Principles under the Act which govern how the Shire can use, collect, store and manage information.

All Shire staff should be familiar with the Information Privacy Principles and how to apply them in their daily work.

## 6. Legislation and References

<b>Related Legislation</b>	Northern Territory Information Act, Local Government Act
<b>Related Policies</b>	Records Management Policy (to be completed)
<b>Related Procedures</b>	
<b>Associated Documents</b>	Information Privacy Principles: <a href="http://www.privacy.nt.gov.au/privacy/ipp.htm">http://www.privacy.nt.gov.au/privacy/ipp.htm</a>

## 5. Delegation and Implementation

<b>Delegate</b>	Director of Corporate Services
<b>Implementation Officer</b>	Manager – Governance and Planning

## 6. Administration

<b>InfoXpert file number</b>	109172
<b>On Internet (Council Policy)</b>	6 January 2014