

Information Privacy

[Version Information](#)

Head of Power

The *Information Privacy Act 2009* applies to Redland City Council and relates to the protection of and access to personal information. The *Information Privacy Principles* contained in the Act relate to the collection, storage, security access, amendment, use and disclosure of personal information.

Policy Objective

Redland City Council uses personal information to deliver its functions and services. This policy sets out Council's commitment to the protection of privacy and appropriate management of personal information and to ensure Council is compliant with the Privacy Principles contained within the *Information Privacy Act 2009*. Personal information is 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. This policy also provides assurance to individuals about how Council manages personal information. The objective is that Council fully complies with all aspects of the legislation and no privacy breaches occur.

Policy Statement

Council is committed to:

1. Only collecting personal information that is directly related to the functions and services provided by Council. Unless otherwise exempt, Council will advise what the information will be used for either before or at the point of collection.
2. Making every effort to ensure that the personal information it collects, uses and stores, is relevant, accurate, complete and up to date for the purpose for which it is to be used.
3. Maintaining secure systems for storing personal information, in accordance with:
 - POL-1001-Identity_Management_Policy
 - POL-1002-Data_Management_Policy
 - POL-1004-Application_Management_Policy
4. Only using personal information for the primary purpose. Information will not be disclosed to a third party or used for another purpose, unless the individual has consented or this is required or authorised by law.
5. Processing applications to access or amend personal information held by Council in accordance with the *Information Privacy Act 2009*.
6. Investigating complaints regarding the handling of personal information in accordance with the *Information Privacy Act 2009*.

CMR Team use only

Related documents

Right to Information Act 2009

Information Privacy Act 2009

[Version Information](#)

| Version No. | Date | Key Changes |
|-------------|------------|--|
| 2 | 30.10.2013 | <ul style="list-style-type: none">• Policy Objective – administrative change – text added to provide a definition for ‘Personal Information’.• Policy Statement – administrative change – Number 1 – added text, “Unless otherwise exempt, Council will advise what the information will be used for either before or at the point of collection.”• Policy Statement – administrative change – reference to outdated POL-0054 removed and reference to current policies added, POL-1001 Identity Management Policy, POL-1002 Data Management Policy, POL-1004 Application Management Policy.• Policy Statement – administrative change – Number 4 – added text, “Information will not be disclosed to a third party or used for another purpose, unless the individual has consented or this is required or authorised by law”. |
| 3 | 30.01.2017 | Only change – Corporate Governance to Corporate Services |

[Back To Top](#)

CMR Team use only

Department: Organisational Services
Group: Corporate Services
Approved by: A/General Manager Organisational Services
Date approved: 6 March 2017

Effective date: 6 March 2017
Version: 3
Review date: 31 March 2020
Page: 2 of 2