

Governance and Corporate Leadership

GL16 Privacy Policy



24 May 2017

This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with Goal 5 – Effective Leadership and Governance.

Objectives

To provide guidance to Councillors and Officers in the collection, storage and use of personal information.

Policy

The following procedures are to apply

1. **Collection** - the Shire of Augusta Margaret River will not collect personal information unless the information is necessary for one or more of its functions or activities.
2. **Use and Disclosure** - the Shire of Augusta Margaret River will not use or disclose personal information for a purpose other than the reason the information was collected or as required by law.
3. **Data Quality** - the Shire of Augusta Margaret River will take reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, complete and up to date.
4. **Data Security** - the Shire of Augusta Margaret River will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification and disclosure and will dispose of personal information that is no longer needed in accordance with the Records Management Plan.
5. **Openness** - the Shire of Augusta Margaret River will have clearly expressed and documented procedures regarding the management of personal information and, on request, take reasonable steps to tell people about information it holds and how it collects and uses that information.
6. **Access and Correction** - individuals will have certain rights to access and correct personal information held about them by the Shire of Augusta Margaret River if they believe that it is incorrect, incomplete or out of date.
7. **Identifiers** – the Shire of Augusta Margaret River will not use tax file numbers and certain other government identifiers to identify individuals.
8. **Anonymity** - where lawful and practicable, an individual must have the opportunity to enter a transaction with the Shire of Augusta Margaret River secure in the knowledge that any personal information will not be disclosed to other parties

Application

Responsibility for the implementation of this policy rests with all Councillors and staff. The policy is to be reviewed every three years.

Document and version control table

Strategic outcome	Corporate Plan 2014-2018 Goal 5 – Effective Leadership and Governance	
Responsible Directorate	CEO	
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Contact officer	CEO EA	
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