

PRIVACY POLICY



TITLE: PRIVACY POLICY

ADOPTED BY: COUNCIL

RESPONSIBILITY: CHIEF EXECUTIVE OFFICER

NEXT REVIEW DATE: 01/10/2016

Version	Decision Number	Adoption Date	History
1		July 2009	DRAFT
2		October 2010	2
3		September 2015	3
4			

PRIVACY POLICY

1. PRIVACY POLICY

- 1.1 The Privacy Policy ('Policy') relates to Katherine Town Council ('Katherine Town Council').

2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 30/09/2015. It replaces all other policies, if any, relating to privacy (whether written or not).

3. SCOPE

- 3.1 The Policy relates to all full-time, part-time and casual employees of Katherine Town Council ('Katherine Town Council Employees'), as well as Elected Members, contractors, temporaries and subcontractors working for or on behalf of either a company or any associated companies in the Katherine Town Council workplace ('Katherine Town Council Contractors').
- 3.2 The Policy does not form part of any contract of employment with Katherine Town Council. Nor does it form part of any contract for service with Katherine Town Council.

4. DEFINITIONS

- 4.1 In this Policy:

- a) **Personal information** is defined as 'Council information from which a person's identity is apparent or is reasonably able to be ascertained.'

5. GENERAL

The purpose of this policy is to define the manner in which Katherine Town Council will undertake its governance and responsibilities in relation to the Northern Territory Information Act.

6. PROCEDURES

6.1 Collection

Katherine Town Council collects information that it needs to carry out its functions and activities, including the statutory function under the Local Government Act.

Katherine Town Council may also collate statistical information from the personal information it collects. This information may be used by Council to assist in the provision of appropriate services and facilities. Once this type of information is collected, it will be de-identified so that any compilation or publication of those statistics will not reveal an individual or group identity.

Katherine Town Council can collect personal information in a number of ways which includes:

- Directly from application forms, statutory declarations and verbal or written communication; and/or
- Third parties.

6.2 Use and Disclosure

Katherine Town Council may use personal information in a variety of ways, which includes:

- To carry out the functions of Katherine Town Council;
- To provide individual's/groups with information pertaining to Council services;
- To determine and provide appropriate services and facilities;
- To administer and manage processes; and/or
- To administer personnel and recruitment matters.

Personal/after-hours contact numbers of senior executives, managers and supervisors may be disclosed to enable the fulfilment of the requirements of their roles and the effective management of the Katherine Town Council's operations.

Katherine Town Council will take all reasonable steps to ensure that personal information is not disclosed to third parties except in specific circumstances which can include:

- Individual/group consent;
- Katherine Town Council is authorised or required by law or regulatory requirements to disclose personal information;
- The information disclosed in accordance with section 152(4) of the Local Government Act, which requires Katherine Town Council to make the assessment records available for inspection by any member of the public;
- The information is provided to a third party who provides services to Katherine Town Council and where the third party agrees to preserve the confidentiality of the personal information; and/or
- The circumstances where Katherine Town Council is not prohibited from disclosing the information, as described in the Northern Territory Information Act.
- In emergencies such as accidents, injury or counter disaster situations when personal information is required by policy or emergency services.

6.3 Security of Information

Katherine Town Council will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Katherine Town Council will take reasonable steps to store personal information in a secure place within the Council department of section that uses that information.

6.4 Access to Personal Information

A written request to Katherine Town Council is required to access personal information. Refer to Katherine Town Council's policy and procedure relating to "Freedom of Information (Privacy)". A reasonable fee will be charged to access the personal information.

6.5 Publicly Available Material

The following Katherine Town Council's documents are publicly available either through the Council's website or in hard copy from the Civic Centre:

- Notices and minutes and agendas of meetings of Council;
- Annual financial statement and annual report;
- Auditor's report;
- Policy concerning the payment of expenses incurred by, and the provision of facilities to Elected Members;
- Council's Code of Conduct;
- Register of Elected Members' interests;
- An approved rating proposal;
- Notice of the Declaration of Rates and Charges;
- Any notices of Council;
- Register of By-Laws;
- Reviewable Decisions;
- Council's Draft Municipal Plan (including Budget, Long Term Financial Plan);
- Municipal Plan.

An individual may apply in writing to the Chief Executive Officer for the suppression of personal information from publicly available material under section 201 of the Local Government Act.

6.6 Accuracy of Information

Katherine Town Council will endeavour to ensure that all personal and public information that is collected, used or disclosed is and remains accurate, complete and up to date.

7. CONSEQUENCES OF BREACHING THE LOST & FOUND PROPERTY POLICY

- 7.1 Any breach of the Policy may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension or termination of employment (or, for Katherine Town Council Contractors, the termination or non-renewal of their contract for service and Elected Members disciplinary action in accordance with the Local Government Act).

8. KATHERINE TOWN COUNCIL CONTACT

- 8.1 Any questions about this Policy should be directed to Chief Executive Officer 8972 5500.

VARIATIONS

Katherine Town Council reserves the right to vary, replace or terminate this Policy from time to time.

ASSOCIATED DOCUMENTS

- Code of Conduct

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Robert Jennings	Original issue: 30/09/2015
Title: Chief Executive Officer	
Policy Maintained by: Sophie Henderson	Current version: 1
Title: Community Services Executive Manager	
Review date: 01/10/2016	