

Personal Information Protection Policy

November 2014

The collection, maintenance, use and disclosure of personal information relating to individuals is regulated by the *Personal Information Protection Act 2004* (the PIP Act).

The following Policy sets out the principles that are applied by the Department of Premier and Cabinet (DPAC) in managing personal information.

APPLICATION TO DPAC

Under the PIP Act, DPAC is the custodian of personal information related to its functions and activities.

WHAT IS PERSONAL INFORMATION?

'Personal information' is information or opinion in any recorded format about an individual whose identity is apparent or is reasonably ascertainable from the information or opinion. This includes information about individuals who have died in the past 25 years.

'Basic personal information' (i.e. name, residential or postal addresses, date of birth and gender of an individual) can be used and disclosed to other Government bodies without consent in certain limited circumstances.

This Policy does not extend to public information, as such information is not regulated by the Act.

INFORMATION COLLECTED

DPAC only collects personal information that is necessary for it to perform its functions, and will only use or disclose this information for the purposes for which it was provided.

DPAC takes reasonable steps to ensure that the personal information it holds is accurate, complete and up to date. Where practicable, DPAC will check on the accuracy of 'personal information' before it is used.

Some Divisions of DPAC undertake activities that require the collection of personal information. The type of 'personal information' collected includes:

- names
- addresses
- telephone numbers
- any specific information about a person that may be required to enable us to provide the service.

SENSITIVE INFORMATION

'Sensitive Information' includes things like health information, criminal record, racial origin and sexual preferences. Generally, DPAC will only collect sensitive information if it is necessary to provide a service to a person and the person consents, or if the collection of that information is required or permitted by law.

ANONYMITY

If a person is making a general enquiry, it may not be necessary to identify him- or herself. However, if a person wants to obtain a service, identification may be necessary.

UNIQUE IDENTIFIERS

DPAC does not assign unique identifiers to people unless it is necessary for us to carry out our functions efficiently or is required by law.

ACCESS TO AND CORRECTION OF INFORMATION COLLECTED

The PIP Act provides that a person can access his or her personal information that is held by DPAC. If a person considers the personal information held by DPAC is inaccurate in any way, he or she can request that the information be amended.

Requests to access or correct personal information held by DPAC should be addressed to the Secretary by mail at GPO Box 123, Hobart, 7001, or via email to secretary@dpac.tas.gov.au.

If a person is not satisfied with the handling or outcome of his or her request for access to or correction of his or her personal information, he or she can lodge a complaint with the Ombudsman. The Ombudsman's Office can be contacted on 1800 001 170 and by email at ombudsman@ombudsman.tas.gov.au.

USE AND DISCLOSURE OF PERSONAL INFORMATION

DPAC staff are only provided with or have access to the personal information that is necessary for them to carry out their functions within the Department.

All staff are bound to maintain appropriate confidentiality in relation to information acquired in carrying out their duties.

Personal information will be used only for the purposes described in the *Information Collected* section above. Personal information will only be disclosed with the person's consent, or if it is required by or authorised by law.

There may be a need to disclose some or all of the personal information DPAC collects to contractors and agents of the Department, law enforcement agencies, courts, or other public sector bodies.

Personal information in written submissions on policy matters or matters of public consultation may be disclosed in reports that are made public, unless the submission was submitted and/or accepted on a confidential basis.

SECURITY OF PERSONAL INFORMATION

DPAC uses a number of safeguards to protect information from misuse and loss, unauthorised access, modification and disclosure.

Generally, there is an intention that information is destroyed or permanently de-identified when it is no longer required, but this can only be done in accordance with processes approved by the State Archivist under the *Archives Act 1983*.

REVIEW

This Policy will be reviewed every three years.

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