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# Personal Information Protection Policy

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# Definitions

<b>Basic personal information</b>	the name, residential address, postal address, date of birth and gender of an individual.
<b>Personal information</b>	<p>any information or opinion in any recorded format about an individual –</p> <ul style="list-style-type: none"> <li>(a) whose identity is apparent or is reasonably ascertainable from the information or opinion; and</li> <li>(b) who is alive or has not been dead for more than 25 years.</li> </ul>
<b>Public information</b>	<p>any personal information that is –</p> <ul style="list-style-type: none"> <li>(a) contained in a publicly available record or publication; or</li> <li>(b) taken to be public information under any Act.</li> </ul>
<b>Sensitive information</b>	<p>(a) personal information or an opinion relating to personal information about an individual's –</p> <ul style="list-style-type: none"> <li>(i) racial or ethnic origin; or</li> <li>(ii) political opinions; or</li> <li>(iii) membership of a political association; or</li> <li>(iv) religious beliefs or affiliations; or</li> <li>(v) philosophical beliefs; or</li> <li>(vi) membership of a professional or trade association; or</li> <li>(vii) membership of a trade union; or</li> <li>(viii) sexual preferences or practices; or</li> <li>(ix) criminal record; and</li> </ul> <p>(b) health information about an individual;</p>
<b>Unique Identifier</b>	<p>Specific codes expressed in numbers, letters, and/or other characters that are assigned to data and information to distinguish them from others.</p> <p>A code will only be given to a single entity within a system so that the entity can be uniquely identified from others.</p>

# Purpose

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

Under the PIP Act, the Department of Premier and Cabinet (DPAC) is the custodian of personal information related to its functions and activities.

This Policy sets out the statutory principles that are applied by DPAC in managing personal information.

# Scope

This policy applies to all State Service Officers including Heads of Agencies, holders of prescribed offices, Senior Executives and employees.

This Policy applies to the management personal information only. It does not apply to information that is not regulated by the PIP Act, including public information.

# 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 not been dead for more than 25 years.

Basic personal information can be used and disclosed to other Government bodies without consent in certain limited circumstances.

# 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. Personal information may be collected for the administration of:

- security controls and measures to provide and maintain a safe working environment for our employees, contractors and visitors: and
- a secure physical environment for DPAC's information, resources and assets.

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 types 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 themselves. However, if a person wants to obtain a service, identification may be necessary.

Wherever it is lawful and practicable, DPAC will give individuals the option of not identifying themselves when entering into a transaction with the Department.

## **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 their personal information held by DPAC. If a person considers the personal information held by DPAC is inaccurate in any way, they 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 by email to [secretary@dpac.tas.gov.au](mailto:secretary@dpac.tas.gov.au).

If a person is not satisfied with the handling or outcome of their request for access to, or correction of their personal information, they can lodge a complaint with the Ombudsman. The Ombudsman's Office can be contacted on 1800 001 170 or by email at [ombudsman@ombudsman.tas.gov.au](mailto: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. If lawful, practicable, and appropriate, DPAC will advise a person before disclosing that person's personal information to a third party.

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.

## Data 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 disposed of 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.