

**POLICY TITLE:** INFORMATION PRIVACY PLAN  
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**CATEGORY:** Council Policy  
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Governance and Corporate Service			
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## 1. Purpose

In 2009, the Queensland Government passed legislation which established a framework for the responsible collection and management of personal information in the Queensland public sector, certain statutory bodies and government owned corporations. In accordance with the Information Privacy Act 2009 and the Right of Information Act 2009, the Isaac Regional Council developed a privacy plan.

The Information Privacy Act 2009 (the "IPA") requires all councils to prepare a Privacy Management Plan. It outlines their policies and practices to ensure compliance with the requirements of the IPA. In particular, the object of this plan is to inform:

- The community and IRC staff about how their personal information will be used, stored and accessed after it is collected by Council.
- Council staff of their obligations in relation to handling personal information and when they can and cannot disclose, use or collect such information.

## 2. Scope

This plan has been prepared in accordance with section 33 of the IPA to show how Council deals with personal information it collects and ensures that it complies with the IPA. The plan details how Council then manages the personal information it collects, stores, accesses, uses and discloses in the course of its business activities.

## 3. Definitions

- Council - Isaac Regional Council.
- Documents - as defined by the RTI Act, and applicable to the IP Act, means documents in the possession of, or under the control of Council whether created or received by the Council. Documents may be in the possession of, or under the control of, a Councillor or staff member of Council in that person's official capacity. Documents may be items in hard copy or electronic format, including files, reports, emails or other correspondence, computer printouts, maps, plans, photographs and recordings.
- IP – Information Privacy Act 2009.
- IPPs – Information Privacy Principles.
- Personal information - as defined in the IP Act as "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."

## 4. Policy Statement

Council collects and holds personal information for the purposes of facilitating its business. It is important that the use of this information is confined to the purposes for which it is acquired. Council is committed to protecting the privacy of our customers, officials, employees, volunteers and contractors.

The Information Privacy Protection Act 2009 [IPA] provides for the protection of personal information and for the protection of the privacy of individuals. The IPA requires all public sector agencies to prepare, implement and review their Privacy Management Plan. This plan outlines how Council complies with the legislative requirements of the IPA and Information Privacy Act 2009 [IPA] and the Privacy Code of Practice for Local Government [Code].

### 4.1 Policy

Queensland Government agencies are required to comply with eleven Information Privacy Principles (IPPs) contained in Schedule 3 of the Information Privacy Act 2009 (Qld) (the IP Act) which cover the responsible collection, storage, use and disclosure of personal information held by government agencies.

### 4.2 Framework

The eleven IPPs can be broadly categorised into the following five groups:

- **Collection of Information**
  - IPP 1 – Collection of personal information (lawful and fair)
  - IPP 2 – Collection of personal information (requested from individual)
  - IPP 3 – Collection of personal information (relevance)
- **Storage and security of Information**
  - IPP 4 – Storage and security of personal information
  - IPP 5 – Providing information about documents containing personal information
- **Access and amendment to information**
  - IPP 6 – Access to documents containing personal information
  - IPP 7 – Amendment of documents containing personal information
- **Accuracy of information**
  - IPP 8 – Checking of accuracy etc. of personal information before use by agency
- **Use and disclosure of personal information**
  - IPP 9 – Use of information only for relevant purpose
  - IPP 10 – Limits on use of personal information
  - IPP 11 – Limits on disclosure

The primary intent of the IP Act is to protect the privacy of personal information that is collected and used in the delivery of government services and the conduct of government business.

## 4.3 Principles

The Information Privacy Act contains sets of principles which govern the conduct to protect personal information. They are referred to as Information Protection Principles (IPPs).

These principles set out legal obligations for:

- Collection
- Storage
- Access and accuracy
- Use
- Disclosure of personal and health information

## 4.4 Objectives

The objectives of this plan are to:

- Establish practices and procedures to protect the privacy rights of individuals with respect to all forms of personal information held by Council.
- Specify how Council handles the personal information it collects, stores, accesses, uses and discloses in the course of its business activities.
- Ensure Council complies with the principles and requirements of Information Privacy Act 2009 (IPA).

## 4.5 Responsibility

The overall responsibility for privacy at Council rests with the Chief Executive Officer. All Council staff are responsible for ensuring that they comply with the Information Privacy Act.

At the organisational level, responsibility for IP is described as follows:

- Council and Management - review, support, endorse and ensure accountability within the Information Privacy Plan.
- Governance and Customer Service – manage and administer the Information Privacy Plan.
- All staff – use and apply Council policies and procedures and act with the purpose of continuous improvement.

## 5. Communication Channels

The Privacy Management Plan will be communicated throughout Council via:

- Announcement on IRIS intranet
- Online policy library
- Council's website

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## 6. Implementation

The Information Privacy Plan will be implemented through the Council through the following mechanisms:

- Prepare and monitor the implementation of this Privacy Management Plan
- Conduct internal reviews of complaints and ensure that all complaints about privacy breaches are dealt with properly
- Monitoring and review by Governance

## 7. References and Related Documents

- Right to Information Act 2009
- Information Privacy Act 2009
- Office of the Information Commission

## 8. Acknowledgements

- Office of the Information Commission