



GLEN INNES SEVERN COUNCIL Privacy Policy

RESOLUTION NUMBER: 10.05/20	MEETING: 28 May 2020
3.03/17	23 March 2017
6.3/13	28 March 2013
10.09/10	23 September 2010
13.02/07	22 February 2007

INTRODUCTION

Glen Innes Severn Council acknowledges and respects the right of every individual whose personal or private information is collected or held by Council, to have such information used only for the purpose that it is provided for, and to be managed in a manner that ensures confidentiality and privacy.

AIMS

The aims of the Privacy Policy are to ensure that:

- Council complies with the requirements of the NSW **Privacy and Personal Information Protection Act 1998 (PPIPA)**, and the NSW **Health Records and Information Privacy Act 2002 (HRIPA)**;
- All staff, stakeholders and customers are aware of their rights and responsibilities in regard to personal or health information provided to Council;
- All Councillors and staff of Council understand and comply with Council's Privacy Policy and Privacy Management Plan.

MANAGEMENT OF PRIVATE AND PERSONAL INFORMATION

In accordance with the PPIPA and the HRIPA, Council has developed and implemented a Privacy Management Plan applying the 12 Information Protection Principles and the 15 Health Privacy Principles. The Plan regulates how Council deals with Personal Information and Health Information it collects to ensure that it complies with the PPIPA and the HRIPA.

The Privacy Management Plan covers:

1. Policies and practices to ensure that Council complies with the requirements of the PPIPA and the HRIPA;
2. How these policies and practices will be communicated to all staff, stakeholders and customers;
3. The internal review procedures.

Reference Number:	Version Number: 5 Date of Effect: 28/5/2020	Review Date: May 2023	Responsible Officer: MGRCP
Related Documents: Privacy Management Plan			

APPLICABILITY

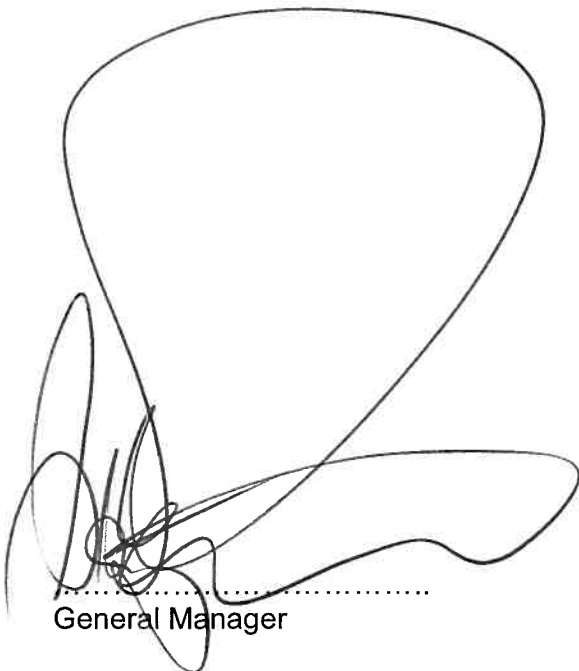
The policy applies to Councillors, Council employees, volunteers, contractors and agents of Council in the course of any engagement undertaken on Council's behalf. The policy is applicable to all privacy information and records collected or held by Council.

IMPLEMENTATION / COMMUNICATION

This Policy and associated Privacy Management Plan will be communicated to all new staff as part of their induction. Revised versions of the Policy and Plan that contain significant changes will be communicated to all relevant staff by the Director of Corporate and Community Services. New versions that contain only minor or inconsequential changes will be distributed by the Manager of Governance, Risk and Corporate Planning to Managers for highlighting at team meetings.

VARIATION AND REVIEW

This Privacy Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.



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General Manager

11/6/20
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Date

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