

## 1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	08/07/2003	732	08/07/2003
2	11/05/2010	0142	11/05/2010
3	09/06/2015	15/161	09/06/2015
4	24/09/2019	19/302	25/10/2019
5	25/10/2022	22/282	24/11/2022

## 2 Policy Objective

This Privacy Management Policy has been prepared in accordance with the requirements of the Privacy and Personal Information Protection Act 1998 (PPIP Act) and the Health Records and Information Privacy Act 2002 (HRIP Act).

This Policy aims to ensure Griffith City Council properly manages the personal and health information it collects, stores, accesses, uses and discloses in the course of its business activities.

## 3 Policy Statement

Council respects the privacy of its residents, customers and employees and have prepared its Privacy Management Policy in accordance with the relevant legislation and accompanying regulations.

The collection of personal and health information from individuals is required in order for Griffith City Council to perform its statutory functions and to allow the effective provision of services. It is important that the use of this information is confined to the purpose for which it was acquired.

The PPIP Act requires Council to prepare and implement a Privacy Management Plan. Council's Privacy Management Plan outlines how Council complies with the legislative requirements of the PPIP Act, the HRIP Act and the Privacy Code of Practice for Local Government and outlines how personal information is to be managed.

In order to properly manage the personal information it holds, it is essential for the provisions of this Policy and Council's Privacy Management Plan to be observed by all Council officials.

## 4 Definitions

**Personal information** as defined under Section 4 PPIP Act – is information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This information can be on a database and does not necessarily have to be recorded in a material form. Examples of personal



information include a persons' name, address, information about family life, sexual preferences, financial information or a photograph. Personal information does not include information about an individual that is contained in a publicly available publication. Personal information, once it is contained in this format, ceases to be covered by the PPIP Act or the HRIP Act.

#### Health information

as defined under Section 6 HRIP Act –is personal information that is information or an opinion about the physical or mental health or a disability (at any time) of an individual, or an individual's express wishes about the future provision of health services to him or her, or a health service provided (or to be provided) to an individual. Examples of health information include a blood test, immunisation history, psychological report or information about a medical appointment.

#### Council Officials

includes Councillors, full-time, part-time and casual staff Members whether they are permanent or temporary employees, consultants, volunteers, contractors and external members of Council Committees.

## 5 Exceptions

Nil

## 6 Legislation

*Privacy & Personal Information Protection Act 1998 (PPIPA)*  
*Government Information (Public Access) Act 2009 (GIPAA)*  
*Health Records Information and Privacy Act 2002 (HRIPA)*

## 7 Related Documents

Council's Privacy Management Plan  
Council's Agency Information Guide

## 8 Directorate

Economic & Organisational Development