

PRIVACY POLICY

First Approved	24 June 2013
Status	Council Policy
Review Frequency	4 yearly or as required
Last Reviewed	16 March 2020 Resolution Ref: ACM
Next Review Due	March 2024
Responsible Division	Resources
File Number	18.63.001 / PL202063
Related Documents	Privacy Procedure Communication Policy Information Management Policy and Procedure Access to Council Meeting and Documents Policy and Procedure Mail Identified With Protective Markings Procedure Name and Address Information Standard Operating Procedure CCTV/Video Surveillance and GPS Tracking Procedure Alexandrina Council Freedom of Information Statement Elected Member, Employee and Volunteer Codes of Conduct
Applicable Legislation	<i>Freedom of Information Act 1991 and Regulations</i> <i>Local Government (Elections) Act 1999</i> <i>Local Government Act 1999 and Regulations, Sect 81 - 91</i> <i>State Records Act 1997</i> <i>Surveillance Devices Act 2016</i> <i>Development Act 1993 and Regulations</i>

Definitions

In this Policy, unless the contrary intention appears, these words have the following meaning:

‘Disclosure’ - The release of information to persons or organisations outside of Council. This does not include giving individuals information about themselves.

‘Personal Information’ - 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 a natural living person whose identity is apparent, or can reasonably be ascertained, from the information or opinion, including a photograph or other pictorial representation of a person, but does not include information that is:

- generally available publications
- material kept in public records and archives such as the Commonwealth or State archives
- anything kept in a library, art gallery or museum for the purpose of reference, study or exhibition.

‘Sensitive Information’ - Information or an opinion that may give rise to discriminatory practices based on an individual’s:

- racial or ethnic origin
- political opinions
- membership of a political association, a professional or trade association or a trade union
- religious beliefs or affirmations
- philosophical beliefs
- sexual preferences or practices
- criminal record
- health.

‘Use’ - The handling of personal information within a Council including the inclusion of information in a publication.

Policy Principles

- Alexandrina Council is committed to protecting the privacy of individuals. The *Privacy Procedure* outlines how Council will approach the collection, storage, disclosure and use of personal information.

- Members of the public should be aware that these principles apply when personal information is being considered and handled within Alexandrina Council.
- Only information reasonably required for the operation and effective delivery of Council programs and services is collected and maintained.
- Where possible, the full purpose for information collection is disclosed at the time of collection.
- Information is stored within Council's Corporate Business and Information Management systems and takes into account the need for security and confidentiality.
- Outside of standard Council operations, Council will not, without prior consent, sell or provide personal information unless required to do so by law.

Policy

Council will take reasonable steps and use appropriate security mechanisms to ensure that the personal information held by the Council is protected from misuse and loss, and from unauthorised access, modification or disclosure.

In cases where the inclusion of the name and/or address in a public register would risk the personal safety of that person, a member of the person's family, or any other person, written application may be made to the Chief Executive Officer of the Council for suppression of name and address details from publically available lists such as the Assessment Record, Electoral Roll or other registers.

Council will maintain its Corporate Business and Information Management systems to ensure that all personal information collected is up to date and complete as is reasonably practical.

Any person who, on behalf of the Council, uses or discloses personal information held by Council must have appropriate authorisation to do so.

Closed Circuit Television (CCTV)/Video Surveillance

To help provide protection and security of Council assets, staff, Elected Members, volunteers, contractors and members of the public, electronic surveillance has been installed in and on Council owned buildings, and in a number of public spaces throughout the Council area. Release of CCTV footage will be in accordance with Council policies, procedures and relevant legislation, such as the *Freedom of Information Act 1991*.

If an activity recorded by CCTV/video surveillance is identified by Council staff and deemed to be of a criminal nature (ie graffiti, vandalism, illegal dumping etc), the matter will be referred to the South Australian Police (SAPOL) or other appropriate enforcement agency.

Documentation

To assist in demonstrating that *Privacy Policy* processes are fair, transparent, accountable, meet community needs and legislative requirements, Council will ensure personal information is only used for the purpose for which it was collected, unless required to do otherwise by law.

Delegations

Council acknowledges that the Chief Executive Officer may sub-delegate matters related to this Policy to staff or other persons employed or engaged by council.

Availability of Policy

This Policy will be available for inspection at the Council's offices during normal business hours and on the Council's website www.alexandrina.sa.gov.au. Copies will also be provided to interested members of the community upon payment of a fee in accordance with Council's Schedule of Fees and Charges.