



LIVERPOOL PLAINS SHIRE COUNCIL PRIVACY POLICY

| Version | Date | Resolution No | Details |
|---------|------|---------------|--------------|
| 1 | | | Draft Policy |
| 2 | | | |

POLICY OBJECTIVE

The objective of this policy is to:

- ▶ Outline that Liverpool Plains Shire Council collects, stores and uses a broad range of information, including that of a personal and health related nature, for the purpose of facilitating its business.
- ▶ To ensure that the community and Council officials, including Councillors, employees, contractors and volunteers, understand how information is managed by Council.
- ▶ To ensure that Council fulfils its obligations to have a Privacy Plan in place pursuant to the provisions of the Privacy and Personal Information Protection Act 1998 (PPIPA).

RELEVANT LEGISLATION

Local Government Act 1993

Privacy and Personal Information Protection Act 1998 (PPIPA)

Health Records and Information Privacy Act 2002 (HRIPA)

EFFECTIVE DATE AND POLICY REVIEW

The policy shall be reviewed every four years or earlier if required by legislation, Council resolution or recommendation of the General Manager. If the policy is not reviewed within this timeframe, it remains active until such time as it is reviewed or revoked by Council.

This policy comes into effect on INSERT DATE.

Signed by General Manager:

R S (Ron) van Katywk

Date Approved:

POLICY

1 POLICY STATEMENT

- 1.1 Liverpool Plains Shire Council is committed to protecting the privacy of our customers, business contacts, Councillors, contractors and volunteers.
- 1.2 This Policy aims to ensure Council manages the personal and health information it collects, stores, accesses, uses and discloses in the course of its business activities ethically and appropriately by ensuring it has a formally adopted Privacy Management Plan in place.

2 PRIVACY MANAGEMENT PLAN

- 2.1 Council is required to have a Privacy Management Plan under s33 of the Privacy and Personal Information Protection Act 1998 (NSW) (PPIPA).
- 2.2 The Privacy Management Plan outlines how Council complies with the legislative requirements of the PPIPA, the Health Records and Information Privacy Act 2002 (HRIPA) and the Privacy Code of Practice for Local Government.

3 POLICY REVIEW AND VARIATION

- 3.1 Council may elect to review and adopt, at least once during its term, each Council Policy. This particular Policy should be read in conjunction with the Liverpool Plains Shire Council Privacy Management Plan.