

Gladstone Area Water Board

Privacy Policy MPO-INT-0139

Controlled Document

AUTHORISED BY:	Chief Executive Officer
DATE OF ISSUE:	November 2020
MAINTAINED BY:	Governance and Internal Audit Officer
CURRENT VERSION:	Version 3 - Issue 1
REVIEW DATE:	24 months from 'Date of Issue'
DOCUMENT TYPE	Management Policy

Gladstone Area Water Board
Phone: (07) 4976 3000
Fax: (07) 4972 5632

136 Goonoon Street
Gladstone Q 4680
www.gawb.qld.gov.au

Gladstone Area Water Board

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1. PURPOSE

GAWB is committed to treating the personal information we collect in accordance with the *Information Privacy Act 2009 (Qld)* (IP Act). This Privacy Policy sets out how GAWB intends to protect individuals by providing safeguards for the fair collection and handling of personal information.

GAWB is required to comply with the obligations under the IP Act and the eleven (11) Information Privacy Principles, under Schedule 3. These privacy principles include rules about the collection, use, quality, security and disclosure of personal information.

This Policy should be read in conjunction with the Privacy Plan, Procedure and GAWB's Code of Conduct.

2. SCOPE

This Policy applies to all Workers and Applicants.

3. DEFINITIONS / ABBREVIATIONS

Term	Definition
Applicant	an individual applying for a role as an employee.
Director	all persons appointed to GAWB's board of directors. Directors also include any non-executive directors.
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 an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.
Workers	<i>Work Health and Safety Act 2011 (s. 7)</i> defines a worker as an employee; or a contractor or subcontractor; or an employee of a contractor or subcontractor; or an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or an outworker; or an apprentice or trainee; or a student gaining work experience; or a volunteer; or a person of a prescribed class. For the purpose of this Policy, Directors will be included as Workers.

4. POLICY STATEMENT

GAWB is committed to protecting Personal Information and acknowledges that Workers and Applicants have a reasonable expectation that GAWB will protect such information.

GAWB is bound by the Information Privacy Principles (IPPs) which are set out in the *Information Privacy Act 2009 (Qld)*. The IPPs are 11 principles which set a minimum standard for the way in which organisations must handle Personal Information.

Compliance with this Policy is mandatory to ensure GAWB meets its legal obligations and to ensure its responsibilities are discharged in such a way that is expected of an agency.

GAWB does not tolerate the misuse of Personal Information.

5. PRINCIPLES

The objectives of this Policy include to:

- adhering to the legislative requirements regarding Personal Information;
- dealing with requests for Personal Information in a timely manner; and
- dealing with any complaints under the Privacy Procedure in a timely manner.

6. ROLES AND RESPONSIBILITIES

6.1 Privacy Officer

GAWB's Privacy Officer handles requests from individuals to access or amend their personal information held by GAWB. Requests must be submitted in writing to GAWB's Privacy Officer.

6.2 Chief Executive Officer

Should an individual wish to lodge a complaint about their personal information not being dealt with in accordance with the IP Act, a written complaint (not verbal or email) must be made within twelve months from the date of the breach to GAWB's Chief Executive Officer.

7. LEGAL EFFECT

This Policy seeks to articulate GAWB's preferred position on privacy, but it is not intended to affect the legal terms and conditions of employment. GAWB may amend or remove this Policy at any time.

8. ASSOCIATED DOCUMENTS

- BOP-0028 | Code of Conduct
- MPL-INT-0138 | Privacy Plan
- MPR-INT-0155 | Right to Information and Information Privacy Procedure
- MPR-INT-0232 | Managing Discipline Procedure
- MPR-INT-0231 | Managing Unsatisfactory Performance (MUP) Procedure
- MPR-INT-0233 | Performance Planning & Review (PPR) Procedure
- MPR-INT-0058 | Drug and Alcohol Policy and Procedure
- MPR-INT-0067 | Employee Wellness Benefits Procedure
- MPR-INT-0220 | Fatigue Management Guidelines

9. VERSION HISTORY

Version	Issue	Revision Description	Revision Date
1	1	Privacy Policy revised	2010
2	1	Privacy Policy revised	2016
3	1	New templated. Policy revised	2020

10. DOCUMENT HISTORY

ECM Numbers	Year	Former Document Information
36518	2010	Privacy Policy

11. REVISION STATUS

This Management Policy is Version Number 3, Issue Number 1.