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Information Privacy Policy

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Effective Date	October 2018
Last Review Dates	October 2020, August 2022
Next Review Date	August 2025
Responsibility	Manager Corporate Services

INTRODUCTION

This policy outlines how Whitehorse Manningham Regional Library Corporation (WMRLC) will ensure compliance with the Privacy and Data Protection Act 2014 and the Health Records Act 2001.

PURPOSE

WMRLC is committed to protecting an individual's right to privacy and accordingly, it is committed to full compliance with its obligations under the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001. In particular, WMRLC will comply with the Information Privacy Principles (IPPs) and Health Privacy Principles (HPPs). All employees, volunteers and contractors working with WMRLC are required to comply with the Corporation's Information Privacy Policy.

DEFINITIONS

Personal Information

Personal information is defined as information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Health Information

Health Information means information or an opinion about the physical, mental, psychological health of an individual, disability of an individual or a health service provided or to be provided to an individual where that information is also personal information.

IPPs – Information Privacy Principles

Set of principles established by the *Privacy and Data Protection Act 2014* that regulate how organisations collect, hold, manage, uses, discloses or transfers personal information. The IPPs are the core of privacy law in Victoria and set out the minimum standard for how Victorian public sector organisations should manage personal information.

Sensitive Information

Sensitive Information includes, but is not limited to, personal information or an opinion about individual's racial or ethnic origin, political opinions, trade union membership, philosophical or religious belief, sexual preferences or criminal record.

INFORMATION PRIVACY PRINCIPLES

Collection of Information

WMRLC will only collect personal information that is necessary for its functions and activities. In some instances, WMRLC is required by law to collect personal information. This information will only be collected by fair and reasonable ways and by lawful means.

If it is reasonable and practicable to do so, WMRLC will collect personal information and health information about individuals directly from those individuals. If WMRLC collects personal information about any individual from someone else, it will take reasonable steps to make sure that the individual is aware of these matters.

Use and Disclosure

WMRLC will only use personal information and health information internally, or disclose it outside the Corporation:

- for the purpose for which it was collected;
- where the Corporation is required or authorised to do so by law or other regulation; or
- where the Corporation believes there is a serious and imminent threat to an individual's or the public's health or safety.

Data Quality

WMRLC takes reasonable steps to ensure any personal information it holds is accurate, complete and up to date.

Data Security

WMRLC will take reasonable steps to protect all personal information it holds from misuse, loss, unauthorised access, modification or disclosure.

WMRLC will take reasonable steps to lawfully and responsibly destroy or permanently de-identify personal information when it is no longer needed for any purpose, subject to compliance with any applicable Act or Regulation.

Openness

This Information Privacy Policy is publicly available through the Corporation's library branches and at www.wml.vic.gov.au. A copy of this policy will be provided to any person who requests it.

Identifiers

WMRLC will only assign a number to identify a person if the assignment is reasonably necessary to carry out its functions effectively.

WMRLC will only use or disclose unique identifiers assigned to individuals by other organisations if the individual consents to the use and disclosure or the conditions for use and disclosure set out in the Act are satisfied.

Anonymity

Where lawful and practicable, WMRLC will give persons the option of not identifying themselves when supplying information or entering into transactions with it.

Anonymity may limit WMLRCs ability to process a complaint or other matter. If you choose not to supply personal or health information that is necessary for the Corporation to perform its functions, then WMRLC reserves the right to take no further action on that matter.

Transborder data flow

WMRLC will transfer personal information outside of Victoria only if that data transfer conforms with the reasons and conditions outlined in the Act.

Sensitive Information

WMRLC will not collect sensitive information about an individual unless the individual concerned has consented to the collection or the collection is required or authorised by law.

ACCESS AND CORRECTIONS

Should any persons wish to access personal information or health information about themselves, they may contact the Corporation's Privacy Officer. Access will be provided subject to the provisions of the Freedom of Information Act and any other applicable Act or Regulation.

If any persons believe that personal information or health information relating to them is inaccurate, incomplete or out of date, they may request WMRLC to correct the information. Every request will be dealt with in accordance with the respective Act.

COMPLAINT PROCEDURES

If any persons feel aggrieved by the Corporation's handling of personal information about themselves, they may make a complaint in writing to the Chief Executive Officer.

Alternatively, any person may make a complaint to the Commissioner for Privacy and Data Protection.

STAFF TRAINING AND AWARENESS

All WMRLC employees receive training to assist in their awareness of how to treat personal or health information in the workplace. All new staff complete an induction Privacy Awareness program and a copy of the Privacy Policy is provided. The policy can also be access on the staff intranet.

CONTACTS

WMRLC Privacy Officer

Tel: (03) 9896 4333

Fax: (03) 9896 4348

Email: web@wml.vic.gov.au

Postal Address:
Whitehorse Manningham Regional Library Corporation
PO Box 3083
NUNAWADING, 3131

The Office of the Victorian Information Commissioner (OVIC)

Tel: 1300 006 842

Email: enquiries@ovic.vic.gov.au

Further information on the Information Privacy Principles: <https://ovic.vic.gov.au/>

OR

Postal Address:
GPO Box 24274
MELBOURNE, VIC 3001

REVIEW DATE

This policy will be reviewed as required.