

PERSONAL INFORMATION PROTECTION POLICY

Applicability:	Whole of PAHSMA
Issue Date:	12 December 2007
Status:	Final
Revision Date:	12 February 2019
Revision No:	1

Purpose:

This policy provided guidance and direction to ensure responsible and transparent collection and handling of personal information and PAHSMA's compliance with the *Personal Information Protection Act 2004 (PIP Act)*.

Scope:

This policy applies to the PAHSMA Board, Officers and Employees.

Policy:

Information Collected

PAHSMA will:

- only collect personal information by fair and lawful means which is necessary for, or conducive to, the functions of PAHSMA.
- under the PIP Act, as the custodian of personal information, collect, use and disclose of that information as governed by the Act.
- advise individuals if in some circumstances of any other specific legislation that applies to the collection and or use of certain information.
- take reasonable steps to ensure that the personal information held is accurate, complete and up-to-date and where practicable will check on the accuracy of personal information before it is used.

Sensitive Information

Sensitive information includes such things as health information, criminal record, racial origin and sexual preferences. PAHSMA will only collect sensitive information if it is necessary and with a person's consent, or if the collection of that information is required or permitted by law.

Anonymity

If making a general enquiry, it may not be necessary for individuals to identify themselves. However, if a product or service is to be obtained, identification may be necessary.

Unique Identifiers

PAHSMA do not assign unique identifiers to people unless it is necessary to carry out PAHSMA functions effectively or is required by law. PAHSMA also do not adopt unique identifiers from other



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organisations. PAHSMA may collect unique identifiers assigned by another organisation, but will not disclose these without lawful authority.

Access to and Correction of Information Collected

The PIP Act provides that a person can access their personal information that is held by PAHSMA. Any such request is to be in writing and include an address for response as well as proof of identity to confirm the authenticity of requests.

If the personal information held is considered to be inaccurate in any way, a person can request that the information be amended.

Requests to access or correct personal information held by PAHSMA should be addressed to the PAHSMA Personal Information Protection Contact Officer by mail to Port Arthur Historic Site Management Authority, Tasman Highway, PORT ARTHUR TAS 7182 or via email to contactofficer@portarthur.org.au.

If PAHSMA refuses your request or does not respond within 20 working days, you may make a second request which will be processed in accordance with the provisions of section 13 of the *Right to Information Act 2009*. Depending upon the nature of the request, a fee may be charged in accordance with section 16 of the RTI Act.

If not satisfied with the handling or outcome of a request for access to or correction of personal information, a complaint may be lodged with the Ombudsman Tasmania on 1800 001 170 or by email to ombudsman@ombudsman.tas.gov.au.

Use and Disclosure of Personal Information

PAHSMA employees are bound by confidentiality requirements and only provided with or have access to the information that is necessary for them to carry out their functions. Personal information will be used only for the purpose that is identified. Otherwise, personal information will only be disclosed with consent, or if it is required by or authorised by law. For example, there may be a need to disclose some or all information collected to contractors and agents of PAHSMA, law enforcement agencies, courts or other public sector bodies or other authorised organisations under relevant legislations.

The *Personal Information Protection Act* permits the disclosure of 'basic personal information' (that is, name, address, date of birth and gender) to other public sector bodies where necessary for the efficient storage and use of information.

Some collected personal information may be used in research, statistical analysis, state or national reporting, awareness programs, public statements or training, but not in a way that would identify the person to whom it relates.

Personal information in written submissions on policy matters or matters of public consultation may be disclosed in reports that are made public, unless the submission was submitted and/or accepted on a confidential basis.

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Security of Personal Information

PAHSMA uses a number of procedural, physical, and technical safeguards, including access controls, secure methods of communication and back-up and recovery systems to protect information from misuse, loss, unauthorised access, modification and disclosure.

PAHSMA's intention is that information be destroyed or permanently de-identified when it is no longer required, but only in accordance with processes approved by the Tasmanian Archives under the *Archives Act 1983*.

Rationale:

Adherence to this policy is required to ensure that PAHSMA meets its statutory requirements under the following legislation:

- *Personal Information Protection Act 2004*
- *Archives Act 1983*
- *Right to Information Act 2009*

Definitions:

"CEO" means PAHSMA Chief Executive Officer

"PAHSMA" means Port Arthur Historic Site Management Authority

"Personal Information" means names, addresses, email addresses, telephone numbers and any specific information about a person that may be required for the purpose of discharging PAHSMA functions.

"PIP Act" means *Personal Information Protection Act 2004*

Roles and Responsibilities

PAHSMA CEO has the responsibility to:

- a) Communicate this policy to PAHSMA Board, Officers and Employees.

PAHSMA Personal Information Protection Contact Officer is required to:

- a) Acknowledge, respond and act upon requests relating to personal information collected or held by PAHSMA in accordance with the PIP Act.

Compliance

The CEO is responsible for monitoring and managing with this Policy.

Breaches

Any identified Breaches of the Policy are to be reported to the Human Resources Manager for investigation, rectification and management if required.

Administration

The Human Resources Manager will review and update this Policy as required and at a minimum every (3) years to maintain relevance.



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Related Documents and Registers

- PAHSMA Records Disposal Schedule
- PAHSMA Right to Information Policy

Carol Armstrong

Human Resources Manager

Stephen Large

Chief Executive Officer

The PAHSMA Executive at its meeting conducted on 12 February 2019 formally adopted this policy.