



Information Privacy Policy

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Sponsor: Lucy Laurie-Rhodes
Title: Executive Manager – Corporate Services
Responsibility: Management

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1. Policy Objectives and Expected Outcomes

The objective of this policy is to give clarity and direction to the WGCMA for the collection, use, disclosure, storage, security and disposal of personal information which the Authority collects in the normal course of its business operations.

This policy applies to all Board members, staff, members of advisory groups and contractors/consultants to the CMA.

This policy, in conjunction with the WGCMA Information Privacy procedure, ensures that all personal information collected is used in an appropriate manner and in strict compliance with the [Privacy and Data Protection Act 2014 \(Vic\)](#) and where applicable, the Privacy Act 1988 (Cth), and any other relevant regulations and guidelines.

In the course of conducting its normal business activities, the WGCMA collects, records, maintains and uses personal information, which people rightly expect to be relevant, accurate, verifiable, and secure.

2. Policy Statement

The WGCMA is committed to upholding the Information Privacy Principles covering the collection, use, storage, and disclosure of personal information.

All personal information is collected by lawful and fair means and only for conducting business of the WGCMA. Personal and sensitive information or medical information for business purposes is only collected with the person's consent, when authorised under law, when necessary to prevent harm to health, or through exercise of a legal defence.

The CMA will only collect personal information that is:

- Necessary to undertake its programs, activities and functions; and/or
- Standard Human Resources information such as job application, pay, superannuation, leave and emergency contact details

The Authority makes every effort to protect personal information from misuse, loss, unauthorized access, modification or disclosure. Subject to certain restrictions, people will be granted access to their records for the purposes of verification or correction.

Other than exempted information permitted by law, the WGCMA will not disclose or use personal information for any purpose other than that for which the information is collected.

The Authority adheres to the [Information Privacy Principles \(IPPs\)](#) and will regularly update staff on the Policy and any changes to the legislation or regulations.

3. Legislation or Other Relevant Documents

[Privacy and Data Protection Act 2014](#)

[Information Privacy Principles \(IPPs\)](#)

[Public Records Act 1973](#)

[Copyright Act 1968](#)

[Freedom of Information Act 1982](#)

[Public Administration Act 2004](#)

[Code of Conduct for Victorian Public Sector Employees](#)

[Code of Conduct for directors of Victorian public entities](#)

[Victorian Charter of Human Rights and Responsibilities Act 2006](#)

WGCMA Policies and Procedures

Records Management Procedure

Public Interest Disclosure Policy

Public Interest Disclosure Procedure

4. Delegations

- The Chief Executive Officer is responsible for the implementation of the Information Privacy Policy
- The Executive Manager – Corporate Services is the Privacy and Data Protection Officer, who is responsible for overseeing privacy compliance within the Authority, responding to requests for access to and correction of information and managing any complaints about the CMA's handling of personal information.

5. Relevant Procedures

Information Privacy Procedure

6. Definitions

Personal Information Personal Information is “recorded information or an opinion whether true or not (including information or an opinion forming part of a database), about an identifiable individual. Personal information can be almost any information linked to an individual, including name, address, sex, age, financial details, marital status, education, criminal record or employment history”.

The following types of information we may collect which may be personally identifying, either alone or in combination:

- Name
- Photograph
- Title
- E-mail Address

OFFICIAL

- Telephone and/or Fax numbers
- Date of birth
- Employee Security Pass Number
- Employee logon ID
- Driver's licence number
- Address
- Tax File Number
- Health diagnosis
- Gender
- Ethnicity
- Banking details, specifically account name, branch and account number
- Employee's notes about a member of the public's details and their query
- A performance appraisal report on an employee

Sensitive Information Sensitive Information is “information about an individual’s racial or ethnic origin, political opinions or membership or a political association, religious beliefs or affiliations or philosophical beliefs, professional or trade association membership, union membership, sexual orientation, or criminal record, that is also personal information.”