



1. **Title: Information Privacy Policy**

2. **Purpose:** To provide safeguards for the handling of personal information and access to and amendment of personal information

3. **Scope:** This policy applies to all Board members, employees and contractors of Community Enterprise Queensland (CEQ). This policy applies to the collection of personal information, regardless of when it came into existence, and to the storage, handing, accessing, amendment, management, transfer, use and disclosure of personal information regardless of when it was collected

4. **Background:** Aligned with the CEQ principles of Respect for Persons, Integrity and Diligence, all persons have a right to trust any personal information is kept confidential and secure.

This policy is based around the Information Privacy Principles that form part of the Privacy Act 2009. Everyone has a responsibility under the Act and to respect the personal information this agency collects and holds. The Privacy Act 2009 includes an exemption for employee records.

5. **Procedure for Managing Privacy:**

(a) There must be a lawful purpose for collecting personal information, and that the purpose is related to the functions or activities of the agency

(b) The individual who provides the information is aware of the purpose for which the information is being collected

(c) Information must be stored securely

(d) Subject to certain exceptions, CEQ must provide individuals with access to personal information about them and correct the information they hold to ensure that it is accurate, up to date, relevant, complete and not misleading

(e) CEQ must seek an individual's permission to use or disclose personal information for a purpose that is not directly related to the purpose for which it was collected

(f) CEQ may disclose confidential Information to a Minister, their advisors or Parliament or its Professional Advisors if requested

(g) Tax File Number Guidelines 1990 must be adhered to

(h) The Compliance Section of the Office of the Information Commissioner (OIC) investigates breaches of the management of an individual's information privacy



- (i) A law enforcement agency is not subject to IPP's if that agency is satisfied that non-compliance is necessary. Law enforcement areas of government (e.g. the Queensland Police Service or the Crime and Corruption Commission) that find, prevent, detect, investigate and take offenders to court, are allowed to not follow some of the privacy principles in certain circumstances, as long as they are satisfied on reasonable grounds that it is necessary
- (j) The Act includes a list of documents that the privacy principles do not apply to. It does not matter which area of government holds these documents; they will always be exempt from the privacy rules. They are documents about:
- covert activity
  - witness protection
  - disciplinary action and misconduct
  - public interest disclosure
  - the cabinet and executive council
  - commissions of inquiry

**6. Associated Documents:**

CEQ Human Resource Corporate Manual 2019; Information Privacy Act 2009; *Information Privacy Principles*, Office of the Information Commissioner

**7. Verification/ Authorisation/ Approved by:**

A handwritten signature in black ink, appearing to read 'Ian Copeland', is written in a cursive style.

Chief Executive Officer

Date 12.06.2019

Review Date 18.01.2021