

Privacy Policy

Policy number	16.0	Version	1
Drafted by	Tony Wright	Approved by Board on	
Responsible person	CEO	Scheduled review date	Every 12 months

Introduction

This Policy has been endorsed by the VicWater Board and should be read in conjunction with individual Contracts of Employment and the VicWater approved Business Plan.

The following summary paraphrases the Information Privacy Principles contained in the Information Privacy Act 1988 at Schedule 1. Not all the requirements of the Information Privacy Principles are detailed. Reference should be made to the Information Privacy Act for the full text.

Purpose

This policy is designed to ensure that VicWater will always endeavour to collect and handle personal information in a manner compliant with the Information Privacy Act 1988.

Policy

Collection

An organisation can only collect personal information where this is necessary for the performance of its functions. Personal information may only be collected by fair and lawful means and not in an unreasonably intrusive way.

Use and Disclosure

An organisation can only use or disclose personal information for the primary purpose for which it was collected unless it obtains the consent of the individual concerned, subject to some exceptions.

Data Quality

An organisation must take reasonable steps to ensure that the personal information it holds is accurate, complete and up to date.

Data Security

An organisation must safeguard personal information against misuse, loss and unauthorised access and modification.

An organisation must destroy or de-identify personal information it no longer needs.

Openness

An organisation must document clearly expressed policies on management of personal information and make this statement available on request.

Access and Correction

On request by an individual, an organisation must provide access to any personal information it holds about that individual, subject to some exceptions.

If an individual is able to establish that the personal information held by an organisation is not accurate, complete and up to date, the organisation must take reasonable steps to correct the information.

Unique Identifiers

Unless necessary, an organisation must not:

- assign unique identifiers to individuals,

- adopt as its own unique identifier of an individual the unique identifier of another organisation,
- use or disclose a unique identifier assigned by another organisation, or
- require an individual to provide a unique identifier to obtain a service.

Anonymity

An organisation must allow individuals the option of entering transactions anonymously wherever lawful and practicable.

Transborder Data Flows

An organisation can only transfer personal information out of Victoria if the recipient is subject to laws that are substantially similar to the Information Privacy Principles, subject to some exceptions.

Sensitive Information

The collection of sensitive information is restricted.

Sensitive information means information or an opinion about an individual's:

- racial or ethnic origin; or
- political opinions; or
- membership of a political association; or
- religious beliefs or affiliations; or
- philosophical beliefs; or
- membership of a professional or trade association; or
- membership of a trade union; or
- sexual preferences or practices; or
- criminal record.

Delegations

When collecting personal information, an organisation must take reasonable steps to ensure that the individual is aware of the identity of the organisation and how to contact it, that they may have access to the information, why the information is collected, to whom it may be disclosed, any law requiring collection and the consequences of not providing the information.

The actions resulting from this Policy are required to conform to the VicWater Business Plan and be approved by the Chief Executive Officer of VicWater. Depending on the circumstances, they may also be subject to approval of the VicWater Board.