

Title of Policy	SMRC 8 - Privacy Management		
Responsible Department	Governance Department	Document Register ID	250.2016.8.1
Policy Owner	Secretary Council and Committees	Review Date	Date 24/06/2020
Date of Council Meeting	29 June 2016	Resolution Number	69/26
Legislation, Australian Standards, Code of Practice	Local Government Act 1993 Local Government (General) Regulation 2005 Environmental Planning and Assessment Act 1979 Government Information (Public Access) Act 2009 Health Records and Information Protection Act 1998 Public Interest Disclosure Act 1994 Code of Practice for Local Government		
Aim	To inform the community about how their personal information will be used, stored and accessed after it is collected by Council. To inform Council staff of their obligations in relation to handling personal information and when they can or cannot disclose, use or collect.		

1 Policy Details

1.1 Introduction

Snowy Monaro Regional Council has a commitment to ensure all policies and practices compliance with the requirements of the *Privacy and Personal Information Protection Act 1998 (PPIP Act)* and the *Health Records and Information Privacy Act 2002 (HRIP Act)*.

1.1.1 Purpose

Snowy Monaro Regional Council endorses the Model Privacy Management Plan for Local Government, January 2013 issued by the Office of Local Government, Premier & Cabinet.

1.1.2 Privacy Contract Officer

In accordance with the Model Privacy Management Plan for Local Government, the Privacy Contract Officer shall be Councils Public Officer.

Documentation

Model Documents

- ECM 323887 SMRC 0008 – [The Model Privacy Management Plan for Local Government](#)
- ECM 311468 SMRC 0001 – [The Model Code of Conduct for Local Councils in NSW](#) – Adopted 25 May 2016
- ECM 311469 SMRC 0001 - [Procedures for Administration of the Model Code of Conduct for Local Councils in NSW](#) – Adopted 25 May 2016

Policies and Procedures

- ECM 311953 SMRC 0001 – Policy – SMRC Code of Conduct
- ECM 74666 GOV 009 – Policy - Access to Council Information
- ECM 321412 SMRC 338 – [Public Interest Disclosures](#) – Internal Reporting Policy – PID

Forms

- ECM 323934 SMRC 0008 – Form – Model Privacy Management Plan for Local Government – Appendix 6 – Application under Section 15 of the Privacy and Personal Information Protection Act 1998: For Alteration of Applicant’s Personal Information
- ECM 323933 SMRC 0008 – Form – Model Privacy Management Plan for Local Government – Appendix 5 – Application under Section 14 of the Privacy and Personal Information Protection Act 1998: For Access to Applicant’s Personal Information
- ECM 323930 SMRC 0008 – Form – Model Privacy Management Plan for Local Government – Appendix 4 – Application under Section 13 of the Privacy and Personal Information Protection ACT 1998; To Determine Whether Council holds Personal Information about a Person
- ECM 323929 SMRC 0008 – Form – Model Privacy Management Plan for Local Government – Appendix 3 – Privacy Notification Form – Section 10 (Post collection)
- ECM 323924 SMRC 0008 – Form – Model Privacy Management Plan for Local Government – Appendix 2 – Privacy Notification Form – Section 10 (Pre-Collection)
- ECM 323918 SMRC 0008 – Form – Model Privacy Management Plan for Local Government – Appendix 1 – Statutory Declaration for Access under Section 57 of the Privacy and Personal Information Protection Act 1998 to a Public Register Held by Council

Variation

Council reserves the right to review, vary or revoke this policy and should be reviewed periodically to ensure it is relevant and appropriate.