



COUNCIL POLICY: PRIVACY POLICY

POLICY OWNER: Director Corporate and Strategy

POLICY STATEMENT: To ensure that any third party personal information held by the City of Bayswater (the City) is handled appropriately and that best practice privacy principles are maintained.

POLICY DETAILS

- Personal information will only be collected for purposes that directly relate to the City carrying out its functions of a local government.
- The City will take all reasonable steps to safeguard personal information from unauthorised access or misuse.
- Personal information will only be used for business purposes.
- Personal information collected by the City will not be disclosed to a third party (other than the individual concerned) unless:
 - The disclosure is a public interest disclosure or it is information which the public has a right to access under relevant legislation; or
 - The disclosure is required or authorised by or under any other law; or
 - The individual concerned has consented to the disclosure; or
 - The disclosure is necessary to prevent or lessen a serious and imminent threat to the individual concerned or another person.
 - The information is being utilized by a third party engaged on behalf of the City to undertake business purposes.

DEFINITIONS

"Personal information" means information or an opinion, whether true or not, whose identity is apparent or can reasonably be ascertained from the information or opinion.

"Business purposes" means for purposes associated with the day to day business of the City of Bayswater.

RELATED LEGISLATION AND OTHER REFERENCES

- *Local Government Act 1995* s.5.94, s.5.95 and s. 5.96
- *Freedom of Information Act 1992*
- *Public Interest Disclosure Act 2003*

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