

**PUBLIC INFORMATION SECURITY AND MANAGEMENT (INCLUDING INTELLECTUAL PROPERTY)**

**Intent** To articulate Council's commitment to responsible collection and management of personal information and ethical use of third party intellectual property.

**Scope** All forms of information held by Council are in accordance with the *Information Privacy Act 2009 (IP Act)*. Members of the public have a right of access to documents held by the Council subject to those exemptions defined in the *Right to Information Act 2009*.

**PROVISIONS**

Council recognises the overseeing role of the Federal Privacy Commissioner and the State Information Commissioner and commits to applying the principles of both Federal and State Privacy legislation.

Council only collects personal information from you, including information about your name and address, which is directly relevant, accurate and necessary for the purpose of its operations and in accordance with the requirements of the IP Act. We will only use your information for this purpose. It will otherwise not be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the *IP Act*.

Council's systems and processes conform to the requirements of the Information Privacy Principles (IPPs) included in the IP Act 2009 for the management of all personal information held by Council or provided to other agencies.

Council complies with the requirements of the Right to Information Act (RTI) 2009 and the IP Act 2009 by ensuring Council's systems prohibit unauthorised disclosure of Council or third party information held on Council systems.

In principle, Intellectual Property generated through the business of Council remains the property of Council. However, Council recognises the ethical rights of an external provider to retain their intellectual property through contractual or legal agreement.

If a member of the public is not satisfied with the manner in which Council has dealt with their personal information or handled their request for access/amendment to their personal information, they may lodge a formal complaint under Council's Administrative Action Complaints Policy, a copy of which can be found on the Council's website.

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**This policy is to remain in force until otherwise determined by Council.**

**General Manager Responsible for Review:**

**Human Resources and Organisational Change**

**ADOPTED: 16/04/2014**  
**CURRENT ADOPTION: 13/03/2019**  
**DUE FOR REVISION: 13/03/2023**



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**John Andrejic**  
**CHIEF EXECUTIVE OFFICER**