

PRIVACY POLICY

1 Purpose

The purpose of this Policy is to outline how Gladstone Area Water Board's (GAWB) intends to comply with the *Information Privacy Act 2009* (Qld) and its objectives and values regarding Personal Information.

This Policy should be read in conjunction with the Privacy Procedure and the Code of Ethics and Conduct.

2 Scope

This Procedure applies to all Workers and Applicants.

3 Definitions

Applicant means an individual applying for a role as a Worker.

Director means all persons appointed to GAWB's board of directors. Directors also include any non-executive directors.

Employee means any person directly engaged by GAWB on a full-time or part-time basis. For the purposes of this Procedure, an Employee includes a casual employee or fixed-term employee and a Director.

Personal Information is information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. Personal information may include, but is not limited to:

- a person's name, address, phone number or email address;
- a photograph of a person;
- a video recording of a person, whether CCTV or otherwise, for example, a recording of events in a classroom, at a train station, or at a family barbecue;
- a person's salary, bank account or financial details;
- allegations of wrongdoing against a person or details of wrongdoing or offences they may have committed;
- details about a person's land ownership or disputes to do with their land;
- details about a person's education or education activities, such as what degree they possess or their candidature for a PhD;
- the fact that a person is a member, or leader, of an association and their attendance at meetings;
- a person's medical details or health information;
- a person's fingerprints or blood type;
- details about a person's religious or sexual preferences; and
- details about a person's membership of a trade union or professional body.

Worker means all Employees, contractors, subcontractors and employees of contractors and subcontractors, employees of labour hire companies, apprentices or trainees. For the purposes of this Policy, a worker includes a secondee, work experience student or volunteer.

4 GAWB values

GAWB's vision is to be an excellent water business. GAWB's policy and procedures framework, along with its values, create a foundation which promotes a fair, safe,

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accountable and rewarding work environment. The policy and procedures framework is based on GAWB's commitment to:

Integrity and Trust: GAWB believes in doing the right things at all times. GAWB takes a zero-tolerance stance on actions and behaviours that wilfully or unconsciously challenge doing what is right or that does not promote trust and confidence.

Professionalism: GAWB believes in striving for excellence. GAWB investigates complaints or breaches of performance and compliance as appropriate, and takes relevant management or disciplinary action to ensure excellence is upheld.

Accountability: GAWB values all Workers making prudent business decisions, owning issues and delivering solutions. GAWB reviews all policies and procedures as required to ensure they continue to be suitable, adequate, and effective in promoting accountability within the workplace.

Communication: GAWB's policy and procedure framework promotes a clear articulation of boundaries, results and recognition to drive our performance.

Positivity: GAWB believes in focusing on the solution, not just the problem. GAWB invests and provides training and development opportunities as appropriate to ensure all Workers can fulfil their roles and accountabilities under the policy framework confidently and effectively.

5 Policy statement

GAWB is committed to protecting Personal Information and acknowledges that Workers and Applicants have a reasonable expectation that GAWB will protect such information.

GAWB is bound by the Information Privacy Principles (IPPs) which are set out in the *Information Privacy Act 2009* (Qld). The IPPs are 11 principles which set a minimum standard for the way in which organisations must handle Personal Information.

Compliance with this Policy is mandatory to ensure GAWB meets its legal obligations and to ensure its responsibilities are discharged in such a way that is expected of an agency.

GAWB does not tolerate the misuse of Personal Information.

6 Principles

The objectives of this Policy include:

- adhering to the legislative requirements regarding Personal Information;
- dealing with requests for Personal Information in a timely manner; and
- dealing with any complaints under the Privacy Procedure in a timely manner.

7 Legal effect

This Policy seeks to articulate GAWB's preferred position on privacy, but is not intended to affect the legal terms and conditions of employment. GAWB may amend or remove this Policy at any time.

8 Associated documents

Privacy Procedure

Code of Ethics and Conduct



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9 Policy version and review information

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