

Gladstone Area Water Board

Privacy Policy MPO-INT-0139 *Controlled Document*

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Gladstone Area Water Board

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CONTENTS

1. PURPOSE.....3

2. SCOPE.....3

3. REVISION STATUS.....3

4. ABBREVIATIONS OR DEFINITIONS3

5. POLICY STATEMENT3

6. PRINCIPLES.....4

7. ROLES AND RESPONSIBILITIES.....4

 Privacy Officer 4

 Chief Executive Officer 4

 Workers..... 4

8. REFERENCES AND ASSOCIATED DOCUMENTS4

9. VERSION HISTORY4

10. DOCUMENT HISTORY5

1. PURPOSE

The Gladstone Area Water Board (**GAWB**) is committed to handling the personal information it collects in accordance with the *Information Privacy Act 2009 (Qld)* (**IP Act**).

GAWB is required to comply with the obligations under the IP Act and the thirteen (13) Queensland Privacy Principles (**QPPs**), at Schedule 3 of that Act. These QPPs include rules about the collection, use, quality, security and disclosure of personal information.

This Privacy Policy (**Policy**) sets out how GAWB manages personal information it collects. It should be read in conjunction with the Privacy Procedure (MPR-INT-0140) and GAWB's Code of Conduct (BOP-0028).

2. SCOPE

This Policy applies to all GAWB Workers and Applicants.

3. REVISION STATUS

This Management Policy is Version Number 4, Issue Number 1.

4. ABBREVIATIONS OR DEFINITIONS

Term	Definition
Applicant	an individual applying for a role as an employee.
Director	all persons appointed to GAWB's board of directors. Directors also include any non-executive directors.
Personal Information	Information or an opinion about an identified individual or an individual who is reasonably identifiable from the information or opinion – <ul style="list-style-type: none">• whether the information or opinion is true or not; and• whether the information or opinion is recorded in a material form or not.
Workers	<p>The <i>Work Health and Safety Act 2011 (s. 7)</i> defines a worker as a person who carries out work in any capacity for a person conducting a business or undertaking, including work as:</p> <ul style="list-style-type: none">• an employee; or• a contractor or subcontractor; or• an employee of a contractor or subcontractor; or• an employee of a labour hire company who has been assigned to work in the person's business or undertaking;• outworker; or• an apprentice or trainee; or• a student gaining work experience; or• a volunteer; or• a person of a prescribed class. <p>For the purpose of this Policy, Directors will be included as Workers.</p>

5. POLICY STATEMENT

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

GAWB is bound by the QPPs - 13 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. ROLES AND RESPONSIBILITIES

Privacy Officer

GAWB's Privacy and Right to Information Officer is responsible for the day-to-day management of privacy activities, including handling requests from individuals to access or correct their personal information held by GAWB.

Chief Executive Officer

GAWB's Chief Executive Officer, or their delegate, is responsible for ensuring compliance with GAWB's obligations under the IP Act. This includes:

- approving the Privacy Procedure;
- overseeing implementation of the Privacy Procedure; and
- overseeing the review of the Privacy Procedure and approving changes to the Procedure.

Workers

All Workers are expected to take a pro-active approach to the identification, management and reporting of privacy-related issues that have occurred or are likely to occur.

8. REFERENCES AND ASSOCIATED DOCUMENTS

This document relates to -	
Associated Documents:	BOP-0028 Code of Conduct
	MPR-INT-0140 Privacy Procedure
	MPR-INT-0155 Right to Information and Information Privacy Procedure
	MPR-INT-0232 Managing Discipline Procedure
	MPR-INT-0231 Managing Unsatisfactory Performance (MUP) Procedure
	MPR-INT-0233 Performance Planning & Review (PPR) Procedure
	MPR-INT-0058 Drug and Alcohol Policy and Procedure
	MPR-INT-0067 Employee Wellness Benefits Procedure
	MPR-INT-0220 Fatigue Management Guidelines

9. VERSION HISTORY

Version	Issue	Revision Description	Revision Date
4	1	Privacy Policy revised	2025
3	1	New templated. Policy revised	2020
2	1	Privacy Policy revised	2016
1	1	Privacy Policy revised	2010

10. DOCUMENT HISTORY

ECM Numbers	Year	Former Document Information
36518	2010	Privacy Policy