

Privacy policy

Introduction

The Northern Territory Government introduced the *Information Act 2002*, effective from 1 July 2003.

This Act establishes 10 information privacy principles (IPPs) which are the principles for collecting and handling personal information by public sector organisations that are specified in Schedule 2 of the Act.

The Department of Treasury and Finance (DTF) is strongly committed to safeguarding the privacy of your personal information. This privacy statement contains the department's policies for managing the personal information collected and used by DTF. This statement is part of DTF's ongoing commitment to protect the privacy of your personal information in accordance with the IPPs set out in the Act.

The IPPs can be found on the Information Commissioner NT website (<https://infocomm.nt.gov.au/privacy/information-privacy-principles>).

What is personal information?

Personal information is information provided to government that is recorded in any way or form, whether true or not, from which your identity is apparent or can be reasonably ascertained.

Personal information includes personal details of an individual and any other information that directly or indirectly identifies a person.

Collecting personal information

DTF only collects personal information necessary for or related to its activities and functions, and only by lawful and fair means.

Personal information may be collected for the purposes of:

- providing relevant information or services
- statistical, research, planning or reporting
- managing and administering agency services
- managing an ongoing agency/client relationship.

Where practical, when using information for these purposes, identifying details such as name and address are removed. Personal information is not included in reports or publications that are released to the public, except with the consent of the person concerned or where this is authorised.

Use and disclosure of personal information

Where personal information is disclosed for the purposes outlined in this policy, DTF will ensure the information is collected, held, used or disclosed consistently with the IPPs in the Act. DTF endeavours to only use personal information for the purpose for which it was collected and takes reasonable steps to acquire consent for disclosure to third parties. Personal information is only used or disclosed for another purpose if that purpose is related to the primary purpose and the person would reasonably expect the information to be used or disclosed, or the individual has consented to the use or disclosure.

Relevant groups or organisations to which DTF may disclose personal information to include:

- other Territory or Commonwealth government agencies
- the Information Commissioner for the purposes of obtaining clarification or advice
- the Independent Commissioner Against Corruption
- outsourced service providers for the performance of their services
- nominated referees of job applicants and tenderers
- an organisation where a law requires such disclosure.

Outsourced service providers engaged by DTF are required to comply with the requirements of the Act.

DTF may also use or disclose personal information for any other purpose if it is required or authorised by law or the use or disclosure is believed necessary to prevent a threat to the individual's or another individual's life, or to public health and safety.

Security of personal information

Where reasonably possible, DTF has security procedures in place to protect personal information from misuse and loss, and from being seen, changed, used or disclosed by individuals who are not authorised to do so. DTF maintains a secure environment and reliable systems to ensure the protection of personal information. This includes:

- only authorised staff, who are employed under our security arrangements, have access to personal details
- administration systems use secure hardware and software products that protect against unauthorised access
- hard copies of personal information are protected in secure records management systems
- DTF's website uses industry standard security protocols to protect the personal information disclosed when using online facilities.

DTF endeavours to ensure records held by the department are managed in accordance with the Northern Territory Public Sector organisation Records and Information Management Standard at all times.

Access to personal information

DTF must provide access to personal information requested under the Act. A request to access personal information held by DTF is subject to exemptions under the Act. Information will not be made available unless identity or the identity of another party who has the right to access the personal information is confirmed. If a request for personal information is declined, reasons for the decision will be provided. Forms are available on the NT.GOV.AU website (<https://nt.gov.au/law/rights/freedom-of-information/what-you-need-to-lodge-a-request>) or by contacting Freedom of Information Services on 08 8999 1793.

Consent

DTF considers an individual to have consented to the collection, use or disclosure of their information if the individual has provided express consent or the organisation is authorised or required by law to collect the information.

Applications and complaints on behalf of other persons

Consent by and on behalf of children

Children can give consent to the collection, use and disclosure of their personal information where it is established that they are of sufficient understanding and maturity to do so or are living independently. Consent can also be given on behalf of the child, by the child's parent or a person chosen by the child or child's parent, or a person who has a sufficient interest (i.e. their legal guardian) to do so. Proof of authorisation must be provided in writing.

Consent on behalf of a person with a disability

Consent can be given on behalf of a person who has a disability, by a person authorised by the person with the disability or a person who has sufficient interest to do so, such as their legal guardian. Proof of authorisation must be provided.

Accuracy and correcting personal information

Access to personal information for the purposes of correction may be made if it is established that the personal information is inaccurate, incomplete or out of date. A request to correct personal information held by DTF is subject to exemptions under the Act. The respective application needs to be completed and lodged.

Forms are available on the NT.GOV.AU website (<https://nt.gov.au/law/rights/freedom-of-information/what-you-need-to-lodge-a-request>) or by contacting the Freedom of Information Services on 08 8999 1793.

Complaints about privacy

A complaint may be lodged if personal information is not protected in accordance with details set out in this statement. Further information is available on our website (treasury.nt.gov.au/InformationAct) or by contacting Freedom of Information Services on 08 8999 1793.

Contact details

Freedom of Information Services

GPO Box 2391 DARWIN NT 0800

Telephone: 08 8999 1793

Email: FOI@nt.gov.au