

# Personal Information Protection Policy

Department of Treasury and Finance

## I Introduction

The Department of Treasury and Finance (Treasury) manages personal information in accordance with the requirements of the *Personal Information Protection Act 2004* (PIP Act) including the Personal Information Protection Principles set out in Schedule 1 of the PIP Act.

**Personal Information** is defined under section 3 of the PIP Act as meaning any information or opinion in any recorded format about an individual -

- (a) whose identity is apparent or is reasonably ascertainable from the information or opinion; and
- (b) who is alive or has not been dead for more than 25 years.

Personal information can include your name, address, gender, age or health information and may include sensitive or employee information.

We value the privacy of every individual's personal information and are committed to protecting the information we collect and use. This Policy addresses the principles applied by Treasury in order to protect your personal information.

### Review of this Policy

Treasury will review this Policy annually.

## 2 What information is collected?

Personal information collected by Treasury may include your name, address and telephone number, together with any specific information about you that may be required for the purpose of discharging Treasury's functions.

Treasury's functions include, but are not limited to:

- attending to correspondence from members of the public, private organisations or from other Australian Government ministers and agencies;

- recruitment, employment and personnel matters relating to staff and contactors;
- facilitating appointments and meetings;
- considering and responding to enquiries and complaints;
- collection and administration of State taxes;
- administration of grants, subsidies and rebates;
- administration of liquor and gaming licences;
- administration of superannuation including closed defined benefit schemes;
- administration of tenders and contracts;
- right to information requests;
- administration and corporate governance of Treasury-managed statutory authorities; and
- various duties as shareholder of Government Business Enterprises and State-owned Companies.

### **Sensitive information**

Sensitive information can include your health information, criminal record, racial or ethnic origin, sexual preferences, association with trade unions or political associations.

Treasury will only collect sensitive information with your consent, if it is necessary for a specific purpose related to the functions of Treasury, or if the information is required by law.

### **Law enforcement information**

Certain branches of Treasury, including the State Revenue Office and Liquor and Gaming, are law enforcement agencies under the PIP Act and may collect and use “law enforcement information” as part of their functions.

Where personal information amounts to law enforcement information, it may not be subject to the same restrictions as other forms of personal information. In particular, Treasury may not require your consent to collect or use personal information that otherwise would be required.

Further information about law enforcement information can be found in section 9 of the PIP Act.

### **Right to remain anonymous**

If you are making a general enquiry, it may not be necessary to identify yourself. However, if you want to obtain a service it may be necessary for you to identify yourself so that we can provide appropriate advice and/or services.

### 3 How to access or correct your personal information

#### Accessing your personal information held by Treasury

You can access your personal information held by Treasury by completing the form **Request for personal information data** and forwarding it:

By email to: [pmg@treasury.tas.gov.au](mailto:pmg@treasury.tas.gov.au) or

By mail to:

Department of Treasury and Finance  
Project Management & Governance Branch  
GPO Box 147  
HOBART TAS 7001

There is no fee for requesting a copy of your personal information held by Treasury.

Treasury will respond to your request within 20 business days of receiving it.

#### Amending your personal information held by Treasury

If you consider the personal information held by Treasury to be incorrect, incomplete, out of date or misleading, you can request that the information be amended by completing the form **Request for amendment of personal information** and forwarding it:

By email to: [pmg@treasury.tas.gov.au](mailto:pmg@treasury.tas.gov.au) or

By mail to:

Department of Treasury and Finance  
Project Management & Governance Branch  
GPO Box 147  
HOBART TAS 7001

For Treasury to process your request, you must ensure that the form contains the following information:

- an address to which the information is to be sent (either email or postal address);
- particulars of the information you believe is incomplete, incorrect, out of date or misleading; and
- specific amendments you wish to be made.

Following the receipt of the request, Treasury may amend the personal information by either:

- altering the information; or
- adding an appropriate notation to it.

There is no fee for requesting an amendment of your personal information held by Treasury.

Treasury will respond to your request within 20 business days of receiving it.

## Refusals and complaints

If Treasury refuses your request for either access to your personal information or an amendment to your personal information, you may make an Application for Assessed Disclosure under the *Right to Information Act 2009*.

For further information, see our [Right to Information page](#) or contact the Treasury's Right to Information Coordinator:

By telephone: 03 6145 5047 or

By email: [rti@treasury.tas.gov.au](mailto:rti@treasury.tas.gov.au)

If you are not satisfied with the handling or outcome of your request to access or amend your personal information, you can lodge a complaint with the Ombudsman.

The Ombudsman Tasmania can be contacted:

By telephone: 1800 001 170 or 1300 766 725 or

By email: [ombudsman@ombudsman.tas.gov.au](mailto:ombudsman@ombudsman.tas.gov.au) or

By mail:

Ombudsman Tasmania  
GPO Box 960  
Hobart TAS 7001

## 4 How Treasury collects your information

Treasury collects personal information in a variety of ways which include:

- correspondence and submissions;
- paper-based forms;
- online (web-based forms and email); and
- phone calls, faxes and face-to-face meetings.

Treasury often collects personal information directly from you and will provide Collection Notices. However, in some circumstances, Treasury may also collect information about you from your representative (for example, your lawyer) or from another Australian, State or Territory government body, or from another organisation.

## 5 How Treasury keeps your personal information up to date

In addition to updating your personal information when we receive a request from you, Treasury undertakes regular reviews of the information we hold to make sure the personal information we collect, use, hold or disclose is accurate, complete, up to date and relevant to the purpose for which it was collected. We may contact you from time to time to confirm whether the information is still accurate and up to date.

## 6 How Treasury may use or disclosure your personal information

Your personal information will be used only for the purposes described in section 2 of this Policy and will only be disclosed with your consent, or, if it is required by or authorised by law. For example, there may be a need or requirement to disclose some or all information Treasury collects to contractors and agents of Treasury, law enforcement agencies, courts, or other public sector bodies.

We are permitted under the PIP Act to disclose your basic personal information (that is, name, address, date of birth and gender) we have collected, provided it is collected in conjunction with the provision of a service to other public sector bodies.

Some de-identified personal information Treasury has collected may be used in research, statistical analysis, state or national reporting, awareness programs, public statements or training, but not in a way to compromise the protection of your personal information.

Personal information in written submissions on policy matters or matters of public consultation may be disclosed in reports that are made public, unless the submission was made and/or accepted on a confidential basis.

### Unique identifiers

Treasury may collect unique identifiers assigned to you by another organisation, but Treasury will not use or disclose these unique identifiers.

Treasury will only assign “unique identifiers” to people where it is necessary for us to carry out our functions efficiently or it is required by law. If you are assigned a unique identifier, it will be used to link you to data which are specific to you and differentiate you from others within Treasury’s systems.

## 7 How we keep your information safe

Treasury uses a number of procedural, physical and technical safeguards including access controls, secure methods of communication and back-up and recovery systems to protect information from misuse and loss, unauthorised access, modification and disclosure.

All staff at Treasury are bound by the confidentiality requirements set out in the *State Service Act 2000*. Staff access to information is restricted to information which is required to carry out their functions.

Treasury will destroy or permanently de-identify your personal information when it is no longer required to be held by law, including requirements under state taxation legislation and the *Archives Act 1983*.