

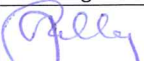


GOVERNANCE, RISK AND COMPLIANCE

PRIVACY POLICY

VERSION 1.1

Category: A-2
Effective From: 1 April 2015
Responsible Manager: General Manager, Governance, Risk and Compliance
Review Date: 31 March 2017

Date	Version	Endorse/Approve	Manager Name-Title or Board	Signature/Board Minute
6 May 2014	1.0	Approve	Board	Approved on item number 4.7, Board meeting dated 6 May 2014
31 Mar 2015	1.1	Approved	Alison Kelly, GMGRC	



VERSION CONTROL

Date	Version	Author	Summary of Changes/Circulated to
12 March 2014	0.1	Alison Kelly	New Policy
12 March 2014	0.1	Alison Kelly Manager Corporate Governance	Endorsed by Alison Kelly for publication (legislative requirement), email approval notification.
18 March 2014	0.2	Garry Boyd	Minor amendments following management review through Governance, Risk and Assurance meeting. Published.
7 May 2014	1.0	Wendy Cull	Approved version transitioned to template for publication.
31 Mar 2015	1.1	Wendy Cull	Minor amendments for title changes.

RELATED DOCUMENTS

Document Name	Document Directory on Sharepoint or Internet
Privacy Fact Sheet #17 (Office of the Australian Information Commissioner)	http://www.oaic.gov.au/images/documents/privacy/privacy-resources/privacy-fact-sheets/privacy-fact-sheet-17-australian-privacy-principles_2.pdf



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1 Purpose

The purpose of the Privacy Policy (the Policy) is to communicate how personal information held by Australian Reinsurance Pool Corporation (ARPC) will be managed and protected in compliance with the *Privacy Act 1988* (Privacy Act) and the Australian Privacy Principles (APPs).

2 Context

On 12 March 2014, amendments to the *Privacy Act 1988* (Privacy Act) came into force, combining the Information Privacy Principles and the National Privacy Principles, and creating 13 Australian Privacy Principles (APPs). Under APP 1, ARPC is required to create and make freely available a Privacy Policy detailing the management of personal information by ARPC.

This is a condensed Privacy Policy. As ARPC is a Corporate Commonwealth entity within the Treasury Portfolio, your personal information may also be held by the Department of the Treasury. A complete Privacy Policy is available on the Treasury website that details how Treasury will manage any of your personal information that may be held by Treasury.

3 Application, Scope and Intent

This condensed Policy, together with the complete Policy on the Treasury website, is mandatory and applies to all ARPC staff and consultants engaged by ARPC. It applies to ARPC's collection, use, disclosure and storage of personal information.

As a Corporate Commonwealth entity, ARPC is committed to complying with our obligations under the Privacy Act. We will manage your personal information in accordance APPs, which regulate how ARPC may collect, use, disclose and store your personal information, and how you may access and correct the personal information about you that we hold.

4 Accountability

The General Manager, Governance, Risk and Compliance (GMGRC) is accountable for this Policy, ensuring that it is updated, remains freely available (including on our website), and that staff awareness training is routinely undertaken.



5 Policy Statements—Personal information handling practices

5.1 Collection

ARPC usually collects information about individuals from the individuals themselves or their authorised representatives. Broadly grouped, our personal information holdings include:

- documents relating to employment (including, name, contact information, Tax File Numbers, bank account information, photos, health information, birth certificates, passport information)
- documents relating to applications for employment (including qualifications, work history and referees' reports)
- documents relating to the appointments to Commonwealth Boards (including qualifications and work history)
- distributions, mailing lists and contact lists (including telephone numbers and email addresses)
- financial and other information about tenderers, contractors and customers
- information provided in the course of making submissions or requests under the *Freedom of Information Act 1982*.

We sometimes collect personal information from a third party or from a publicly available source, but only if:

- the individual has consented to such collection or would reasonably expect us to collect their personal information in this way, or
- it is necessary for a specific purpose.

From time to time, personal information is provided to us without being requested (for example, where you send us a letter or make an enquiry). When we receive such information, we will handle it in accordance with our obligations under the Privacy Act.

We only collect personal information for purposes which are directly related to our functions or activities and only when it is necessary for, or directly related to, such purposes.

5.1.1 Sensitive information

On occasion, we may collect or hold sensitive information about you (such as information regarding your health, criminal record or associations that you are a member of). We may collect sensitive information about you if:

- you have consented and the information is reasonably necessary for, or directly related to, one of our function or activities; or
- the collection is required or authorised by law.



5.2 Use and disclosure

We will only use information, including personal information, for the primary purpose for which it was collected.

We may also use or disclose personal information for reasonably expected secondary purposes directly related to the primary purpose or for other purposes permitted under the Privacy Act. This includes where the use or disclosure is required or authorised by law or where the individual concerned has consented to the use or disclosure, or would reasonably expect the use or disclosure to occur.

We will undertake all reasonable effort to notify you at the time we collect the information, or shortly after, if we are likely to pass the information on to another body and, if relevant, the bodies to which the information is likely to be given.

We do not usually disclose personal information to overseas recipients.

5.3 Data security

We hold personal information on paper files, electronic files and databases. We will take all reasonable steps to ensure that all personal information in our possession or control is protected against loss, unauthorised access, misuse, disclosure or modification.

5.4 Data quality

We will take all reasonable steps to ensure that the personal information we collect is accurate, up to date and complete.

5.5 Our website

No attempt will be made to identify users of their browsing activities except, in the unlikely event of an investigation, where a law enforcement agency may exercise its authority to inspect the Internet Service Providers log files.

5.6 How to access/correct your personal information or make a complaint

You can access the personal information that we hold about you and/or request corrections to any personal information we hold about you.

ARPC is committed to protecting your privacy. We will treat any accidental or unauthorised disclosure of your personal information seriously and deal with it promptly. If you think we have breached your privacy rights, you can make a complaint.

Please contact ARPC using the following details:

Telephone: 02 6279 2105

Email: alison.kelly@arpc.gov.au



Or, post to: General Manager, Governance, Risk and Compliance
Australian Reinsurance Pool Corporation
GPO Box 3024
CANBERRA ACT 2600

5.7 Document Review and Maintenance

This Policy will be reviewed by General Manager, Governance, Risk and Compliance and updated whenever there are changes in 1) legislation, other ministerial or departmental guidelines, 2) operations, 3) key stakeholders, 4) systems, or 5) at least every two years.

6 How to make a complaint to the Privacy Commissioner

If you are dissatisfied with the way we handle your privacy-related complaint, you may contact the **Privacy Commissioner** by:

Telephone 1300 363 992

Email privacy@privacy.gov.au

Post The Privacy Commissioner
Office of the Australian Information Commissioner
GPO Box 5218
SYDNEY NSW 2001

You may make a complaint directly to the Privacy Commissioner rather than to ARPC; however, it is likely that the Privacy Commissioner would recommend you try to resolve the complaint directly with us in the first instance.