



33 Goldie Street  
PO Box 348  
SMITHTON TAS 7330  
council@circularhead.tas.gov.au  
(03) 6452 4800  
www.circularhead.tas.gov.au

## PERSONAL INFORMATION PROTECTION POLICY

### SCOPE

This Personal Information Protection Policy demonstrates Circular Head Council's commitment to compliance with the *Personal Information Protection Act 2004*. The policy applies to all employees, contractors, workplace participants and volunteers of the Circular Head Council.

### PURPOSE

The Personal Information Protection Policy provides guidance to the whole of council on how and why personal information is collected.

### POLICY STATEMENT

Circular Head Council has implemented the Personal Information Protection Policy to protect the personal information that is collected about individuals that is necessary for and incidental to the normal day to day operations of the business.

In complying with the *Personal Information Protection Act, 2004 (the Act)* the Circular Head Council will:

- Only collect personal information if it is necessary for one or more legitimate functions and activities
- If it is required to comply with laws and regulations.

### LEGISLATIVE REQUIREMENTS

- *Personal Information Protection Act 2004 (Tas)*
  - Ten Personal Information Protection Principles (PIPP)
- *Right to Information Act 2009*
- *Local Government Act 1993*
- *Public Interest Disclosure Act 2002*

### RELATED GUIDELINES

Personal Information Protection Policy Guidelines CG023

Doc No: CP023	Version No: 1	Approval Date: 21 April 2022
Responsibility: Director Strategic Governance	Approved By: Council	Review Date: 21 April 2027