

Privacy and Data Protection

Effective date: February 2017
Responsible officer(s): General Manager Business Services
Next revision date: February 2019

Purpose

The purpose of this Policy is to set out Central Highlands Water's commitments regarding privacy of personal and health information.

Policy statement

This Policy sets out a broad statement of commitment regarding personal and health information collected and handled by Central Highlands Water. It applies to Board members, employees, contractors and contract service providers.

Central Highlands Water is committed to collecting and handling individuals' personal (including sensitive) and health information in accordance with the *Privacy and Data Protection Act 2014 (Vic)* ("PDP Act") and the *Health Records Act 2001 (Vic)* ("HR Act").

Central Highlands Water will fulfil these commitments by:

- Collecting and handling personal information in accordance with the Information Privacy Principles (IPPs) incorporated in the PDP Act, unless otherwise approved under that Act
- Collecting and handling health information in accordance with the Health Privacy Principles incorporated in the HR Act
- Having and making available a Privacy Policy which complies with the PDP and HR acts
- Making collection notices (privacy statements) available to applicants
- Assessing and mitigating privacy risks
- Appointing a designated Privacy Officer
- Implementing the foundational principles of "[Privacy by Design](#)", enabling privacy to be designed into information systems, business processes and networked infrastructure
- Enabling Board members, employees, contractors and contract service providers to meet obligations through training and awareness as appropriate to their role, and
- Resolving any privacy concerns and complaints quickly and in the best interests of the individual/s concerned.

Board members, employees, contractors and contract service providers must:

- Be familiar with this Policy, and
- Only collect and handle personal and health information in accordance with this Policy.

The Privacy Officer must:

- Ensure Board members, employees (including information custodians), contractors and contract service providers are enabled to meet their commitments and obligations, and
- Manage any privacy concerns and complaints in accordance with this Policy.

Responsible for implementation

- Executive Management Team
- Governance and Risk Team
- Management Team
- Team Leaders
- Supervisors

Related policies (remove policies that are not applicable)

None

Related and referenced documents (remove documents that are not applicable)

- *Charter of Human Rights and Responsibility Act 2006 (Vic)*
- *Freedom of Information Act 1992 (Vic)*
- *Health Records Act 2001(Vic)*
- *Privacy and Data Protection Act 2014 (Vic)*
- *Surveillance Devices Act 2004 (Cth)*
- Privacy by Design - <https://www.cdp.vic.gov.au/menu-privacy/privacy-organisations/privacy-organisations-privacy-by-design>
- Governance Policy

(END POLICY)