

Privacy Policy

Department:	Information Services
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Purpose:

To outline the Central Otago District Council's ("Council") code of practice and legal obligations in accordance with the [Privacy Act 2020](#).

Objectives:

The objectives of this policy are to:

- Create a framework to manage Council's legal obligations under the [Privacy Act 2020](#) to achieve compliance.
- Provide external communication to the public via the Council website regarding the personal information Council collects, the purpose of the collection and how Council manages, protects, and respects that information including requests under the Privacy Act 2020.
- Provide clear guidance to staff regarding the management and release of personal information including requests under the Privacy Act 2020.
- Establish privacy breach prevention mechanisms and establish responsibilities for privacy breach detection.
- Maintain a positive "privacy culture" in which staff, contractors and appointees are supported and encouraged to adopt good privacy practices and adherence to the [Information Privacy Principles \(IPPs\)](#).

Scope:

Applies to all Elected Members, Council staff, including temporary employees, and contractors. It also applies to anyone who is involved in Council operations, including volunteers and those people with honorary status or unpaid staff status.

Staff may only access, use, or share information that Council holds for the express purposes of conducting the role for which they are employed by Council, or with the authorisation of the person which the information relates to, and in keeping with the conditions of the Code of Ethics.

Definitions:

Consent - Refers to authorisation from the individual concerned.

Personal Information - Any information about a specific individual. The information does not need to name the individual, as long as they are identifiable in other ways, like through their home address.

Privacy breach - Unauthorised access to or collection, use or disclosure of personal information.

Serious harm – Unwanted sharing, exposure or loss, damage, or disadvantage of access to people’s personal information. Loss of a benefit or a right. May include physical harm or intimidation, financial fraud including unauthorised credit card transactions or credit fraud, family violence, psychological, or emotional harm, such as significant humiliation or loss of dignity.

Policy:

Information Privacy Principles

The Council is committed to the 13 [Information Privacy Principles \(IPPs\)](#) of the [Privacy Act 2020](#) which govern the collection, holding, use and disclosure of individuals’ personal information. The types of information collected for these purposes include:

- General contact details – address, telephone, email
- Identification details – name, address, date of birth
- Images from CCTV cameras and wearable cameras
- License plate numbers for parking matters
- Financial details for payments
- Medical information for recreation programmes or events.

Sharing personal information

Personal information will only be shared outside Council when:

- The reason for sharing matches the reason the information was collected; or
- A specific legal reason or obligation to share the information exists; or
- The persons concerned give permission for it to be shared; or
- When the persons concerned sign a consent form or voluntarily provide information to Council.

Other applicable legislation includes the [Local Government \(Rating\) Act 2002](#), [Resource Management Act 1991](#), [Building Act 2004](#), [Health and Safety at Work Act 2015](#)

Building and resource consents

Documentation associated with consents such as resource and building consents are public record and will be available online for public access. This will include personal information on consenting documents and submissions.

Rating information

Section 28A of [Local Government \(Rating\) Act 2002](#) requires the Council to maintain a rating information database and to make this available to the public. You have a right to request, in writing, that your name and/or postal address be withheld from this database. You do not need to provide reasons for this request, and you can revoke this request at any time.

Privacy Officer

Council has a designated Privacy Officer who is responsible for:

- Assisting elected members and staff in managing personal information requests
- Requests for information received
- Complaints made about Council's actions or procedures
- Privacy induction for new employees.

Procedures

Council staff will contain, assess, and notify all privacy breaches, near misses, trends, risks, and other relevant information to the appropriate levels of management in accordance with the [Privacy Act 2020](#). Serious harm breaches that have caused "serious harm" to someone (or is likely to do so) must be reported to the Office of the Privacy Commissioner using the OPC online reporting tool - [NotifyUs](#).

A series of procedures to support this policy will be maintained by Council staff.

Council staff will maintain up-to-date Privacy Information on its website.

Relevant legislation:

[Privacy Act 2020](#)

[Public Service Act 2020](#)

[Human Rights Act 1993](#)

[Local Government Official Information and Meetings Act \(LGOIMA\) 1987](#)

[Official Information Act \(OIA\) 1982](#)

[Local Government Act \(LGA\) 2002](#)

[Local Government \(Rating\) Act 2002](#)

Related documents:

Staff Delegations Manual (Internal use)

Privacy Breach Notification Procedure (Internal use)

Request for Personal Information Procedure (Internal use)

[Office of the Privacy Commissioner Enquiry Form](#)

[Office of the Privacy Commissioner - AskUs](#)

[Office of the Privacy Commissioner AboutMe \(Request my Info Tool\)](#)

[Office of the Privacy Commissioner Privacy Statement Generator](#)

LGOIMA Request Policy

LGOIMA Request Procedure (Internal use)

Redaction Guidelines (Internal use)