



## CORPORATE INFORMATION

### SOPA POLICY

**Name:** PRIVACY POLICY  
PRIVACY MANAGEMENT PLAN

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PRIVACY MANAGEMENT PLAN - SYDNEY OLYMPIC PARK AUTHORITY

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## **1. INTRODUCTION**

Privacy of personal information is to be managed and controlled in accordance with the Privacy and Personal Information Protection Act 1998 (PIPPA).

PIPPA mandates that personal information collected, protected, secured and only altered with the consent of the person the information relates to. PIPPA has 12 privacy principles that are to be adhered to.

PIPPA includes legally enforceable penalties to individuals and/or organisations that intentionally alter or misuse personal information. These penalties can include fines and imprisonment.

The Health Records and Information Privacy (HRIP) Act regulates the way in which public and private sector organizations collect and handle health information.

This Privacy Management Plan details how Sydney Olympic Park Authority complies with the statutory requirements relating to the collection, storage, use and disclosure of personal information.

## **2. PERSONAL INFORMATION**

The Act defines personal information as “information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion”. This includes addresses, telephone numbers, dates of birth, health information, passport numbers.

The Act also provides that the definition of personal information does not include:

- Information about an individual that is contained in a publicly available publication.
- Information about an individual that is contained in a protected disclosure.
- Information or an opinion about an individual’s suitability for appointment or employment as a public sector official.

## **3. GENERAL**

Sydney Olympic Park Authority has a number of systems that collect personal information that is collected from customers, volunteers and staff. These systems are managed by the Authority’s personnel.

All systems that capture personal information are to have an identified coordinator(s) responsible for the information collected, security, management and access to the systems.

#### **4. INFORMATION PROTECTION PRINCIPLES**

The twelve Information Protection Principles detailed in Part 2 of the Act, set the privacy standards, which the Sydney Olympic Park Authority and all other public sector agencies must comply with when dealing with personal information.

The principles also allow individuals to exercise a reasonable degree of control over what happens to their own personal information. The Information Protection Principles and their intent are as follows:

**4.1 Privacy Principle 1: Collection of personal information for lawful purpose.**

All information must be collected for purposes which are not only lawful, but which also directly relate to a function or activity of the office.

**4.2 Privacy Principle 2: Collection of personal information directly from the individual**

Limits the collection of personal information when the individual concerned is not aware that this is occurring.

**4.3 Privacy Principle 3: Requirements when collecting personal information.**

Ensure that an individual is aware that the information is being collected, for what purpose it is being collected, and the intended recipients of the information.

**4.4 Privacy Principle 4: Other requirements relating to collection of personal information**

Information must be accurate and not intrude on the personal affairs of the individual.

**4.5 Privacy Principle 5: Retention and Security of personal information**

Sets standards for secure storage, transfer and disposal.

**4.6 Privacy Principle 6: Information about personal information held by agencies**

Enables people to ascertain whether an agency holds personal information, the nature and purpose of the information and the person's entitlement to gain access to the information.

**4.7 Privacy Principle 7: Access to personal information held by agencies**

Allows people a right of access to their personal information held by the public sector agencies.

**4.8 Privacy Principle 8: Alteration of personal information**

Provides a right to either amend or attach a statement to personal information, which a person believes to be incorrect or inappropriate.

**4.9 Privacy Principle 9: Agency must check accuracy of personal information before use.**

Places an obligation on agencies to try to ensure that all personal information used by them is relevant and accurate.

**4.10 Privacy Principle 10: Limits on use of personal information**

Personal information should be used only for purposes directly related to the purposes for which the information was collected.

**4.11 Privacy Principle 11: Limits on disclosure of personal information**

Information must not be disclosed to another person or agency unless the disclosure is directly related to the person for whom the information was collected.

**4.12 Privacy Principle 12: Special restrictions on disclosure of personal information**

An agency must not disclose information of a sensitive nature, religion, ethnicity, political opinions etc. unless the disclosure affects the health or life of the individual.

**5. HEALTH RECORDS AND INFORMATION PRIVACY (HRIP) ACT 2002**

This new health privacy law commenced in NSW on 1 July 2004. The HRIP Act regulates the way in which public and private sector organizations in NSW collect and handle people's health information.

"Health Information" is a specific type of personal information that is information or an opinion about:

- the physical or mental health or a disability of an individual
- an individual's express wishes about the future provision of health services to him or her
- a health service provided, or to be provided, to an individual
- other personal information collected in connection with the donation of human tissue
- genetic information that is or could be predictive of the health of an individual or their relatives or descendants.

Under the HRIP, guidelines for the collection, storage, access, use and disclosure of people's health information mirrors the processes under the PPIP Act as detailed in this policy.

#### **6. PRIVACY CODES OF PRACTICE**

If a public sector agency believes that the information protection principles are ineffective in particular circumstances relating to that agency, it can make a privacy code of practice.

Sydney Olympic Park Authority has one Code of Practice, the CCTV Code of Practice.

#### **7. SPECIFIC ISSUES RELEVANT TO THE AGENCY**

The Sydney Olympic Park Authority attaches a high priority to the way information is collected, used, stored and disclosed including information relating to an identifiable person.

The Authority deals with minimum information relating to an identifiable person. This information relates to the employment of staff, security for staff and access to equipment. The Authority utilises existing laws relating to these areas along with its own policies and procedures relating to the code of conduct, security and communication devices.

The Authority uses CCTV for site management and security in Sydney Olympic Park. The Authority is aware of privacy and personal information considerations in the use of these systems and has established a CCTV Code of Practice. The Code of Practice was established in accord with the Workplace Video Surveillance Act 1998.

In developing the Authority's response to its obligation under the Privacy and Personal Information Protection Act 1998 consideration has been given to the requirements of the following documents:

- Public Sector Employment and Management Act 2002
- Public Sector Management (General) Regulations
- Crown Employees (conditions of employment 1997) Award
- NSW Government Personnel Handbook
- State Records Act 1998
- Freedom of Information Act 1989

## **8. RESPONSIBLE OFFICERS**

All Privacy applications, requests and complaints are to be directed to the Privacy Coordinator to instigate an investigation in coordination with the relevant Business units and the Privacy Officer.

### **8.1 Privacy Coordinator**

The Manager, Records & Corporate Information Services is the Privacy Coordinator.

### **8.2 Privacy Officer**

The Executive Manager, Information & Administrative Services is the Privacy Officer.

## **9. IMPLEMENTING THE PRIVACY MANAGEMENT PLAN**

The attached table provides details of the classes of records held by the Sydney Olympic Park Authority and the processes in place for the handling of personal information.

It is a policy of the Authority that all staff complies with the Information Protection Principles in the collection, storage, uses and disposal of personal information.

## **10. COMPLIANCE WITH PUBLIC REGISTER PROVISIONS**

Part 6 of the Act provides that a public sector agency that keeps a public register cannot disclose personal information on the register except for the purpose for which the register is kept.

Visitor Centres at Sydney Olympic Park and Bicentennial Park provide registers to record names and addresses of visitors to the site.

The registers are maintained to provide statistics of numbers of visitors to the site and for compiling mailing lists for notification of future events. The information is provided voluntarily and is restricted to the purpose for which the register is kept.

## **11. COMPLIANCE WITH GUIDELINES ON DISCLOSURE OF INFORMATION DURING INDUSTRIAL RELATIONS CONSULTATIONS**

SOPA recognises that Industrial Relations legislation and Occupational Health and Safety legislation may require personal information to be disclosed.

- Under the Industrial Relations Act agencies are obliged to provide access to employees' time and wages records where an authorised industrial officer investigating any suspected breach of the industrial relations legislation gives the appropriate notice of at least 24 hours.

- Where there is a suspected breach of the OH&S Act, the authorised representative of an industrial organization may enter the premises where an agency's employees work and may require the production of documents which "directly affect or directly deal with the occupational health and safety of employees working at those premises". The agency should be notified of the representative's presence.

Regardless of an agency's obligations under other legislation, where possible the information should be provided to the authorised industrial officer in a way that is consistent with the PPIP Act, eg in a way that does not identify the individual concerned.

## **12. INTERNAL REVIEW PROCEDURES**

Internal review is the process where agencies handle complaints about how they have dealt with personal information. If an individual believes that their personal information was not dealt with in accordance with an Information Protection Principle, an application can be made for internal review through the Authority's Privacy Officer. SOPA's Privacy Officer is the Executive Manager, Information & Administrative Services, telephone 9714 833.

The Act provides that the review must be completed within 60 days of the date of receipt of the complaint. The Privacy Officer will notify the applicant and the Privacy Commissioner in writing of the outcome of any internal review. The privacy Officer will maintain a record of application, reviews and outcomes.

## **13. DISSEMINATION OF POLICIES AND PRACTICES**

Sydney Olympic Park Authority Policies and Practices are distributed to all staff and are available via the agency's Internet facility. Information on any other matters that the Authority considers to be relevant in relation to the Privacy and Personal Information Protection Act will be included in the Authority's Annual Report.

General Manager, Operations & Sustainability

General Manager, Commercial & Corporate

**Handling of Personal Information**

<b>Function</b>	<b>Processes In Place for Collection, Storage, Usage and Disclosure .</b>	<b>Existing Legislation Sydney Olympic Park Authority Policies and Procedures</b>	<b>Dissemination of those policies and practices to persons within the agency</b>
Records Management	Sydney Olympic Park Authority's Record Management System is designed to comply with the State Records Act 1998.	State Records Act 1998. Freedom of Information Act 1989. Personal Privacy and Information Protection Act 1998. Evidence Act 1995 And other legislation.	Yes Training also provided to staff.

<b>Function</b>	<b>Processes In Place for Collection, Storage, Usage and Disclosure .</b>	<b>Existing Legislation Sydney Olympic Park Authority Policies and Procedures</b>	<b>Dissemination of those policies and practices to persons within the agency</b>
Personnel	<p>Internal Information Sydney Olympic Park Authority handles information relating to employment/salary in accordance with legislative requirements.</p> <p>In order to ensure the integrity and confidentiality of the interface between the Authority and CCSU all documents processed by CCSU on behalf of the Authority are directed to the Personnel Manager who monitors these documents and forwards them onto CCSU for necessary action.</p> <p>Job applications and Human Resources records are registered, retained and stored securely for the required period of time by CCSU. All information is treated confidentially.</p>	<p>Public Sector Management Act 1988            Public Sector Management (General) Regulation 1996            Crown Employees (Conditions of Employment 1997) Award            NSW Government Personnel Handbook            State Records Act 1998</p>	Yes

<b>Function</b>	<b>Processes In Place for Collection, Storage, Usage and Disclosure .</b>	<b>Existing Legislation Sydney Olympic Park Authority Policies and Procedures</b>	<b>Dissemination of those policies and practices to persons within the agency</b>
	External The out-sourcing of information to CCSU is covered in a service agreement between the Authority and CCSU.	Service Level Agreement between Sydney Olympic Park Authority and CCSU.. CCSU's Privacy Management Plan	N/A
Information held relating to employee health assessments.	All health declarations and medical reports are maintained on the employee's personal file.  The file is confidential and stored in a secure place within Sydney Olympic Park Authority	Employment Health Assessment Policy  (as in information relating to personnel)	Yes
Information of personal nature such as address or telephone no. of co-worker	All details are maintained securely by CCSU and access only provided to authorised person.	Covered under Section 10 of the Authority's Code of Conduct	Yes
Security Access to Equipment	Contact officer – Executive Manager, Information & Administrative Services	Sydney Olympic Park Authority's Security Policy  The Authority's Policy on Communication Devices  (including the Internet)	Yes

<b>Function</b>	<b>Processes In Place for Collection, Storage, Usage and Disclosure .</b>	<b>Existing Legislation Sydney Olympic Park Authority Policies and Procedures</b>	<b>Dissemination of those policies and practices to persons within the agency</b>
Mailing Lists	All mailing lists within the Authority are related to business.	Not applicable	
Tendering	Senior officers are trained in undertaking the tendering process. An external auditor is also appointed.	Sydney Olympic Park Authority's Procurement, Tendering and Contracting Policy.	Yes  Training provided to senior staff.
Engagement of Contractors	Information is handled by senior staff and securely stored.	Code of Conduct. Service Level Agreements. Confidentiality Agreements. Conflict of Interest Agreements. The Authority's Policy on Engagement of Contractors	Yes