



Privacy Policy

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Andrew Kibblewhite	Chief Executive		May 2017
Name	Role	Signature	Date

Objective:

This Privacy Policy describes how the Department of the Prime Minister and Cabinet (DPMC) will ensure that our staff, members of the public and the government retains the highest level of confidence in our ability to safeguard the personal information we hold.

Applies to:

This policy applies to everyone in DPMC, including seconded, contracted and temporary staff (together referred to in this policy as ‘employees’).

Definition:

Personal information is any information which is about an identifiable individual.

DPMC holds personal information about staff, contractors and individuals who interact with us in relation to the services we provide.

The Privacy Act is concerned with the content of personal information, rather than the specific form that content is in. This means that all sorts of things can contain personal information, including notes, emails, recordings, photos and scans, whether they are in hard copy or electronic form.¹

Responsibility:

All employees are responsible for protecting personal information entrusted to DPMC.

ELT is responsible for ensuring the DPMC has appropriate policies and processes to

¹ Definition of personal information from the Office of the Privacy Commissioner ‘Ask Us’ tool.

PRIVACY POLICY

safeguard the personal information entrusted to DPMC.

ELT is responsible for creating and nurturing a respectful privacy culture at DPMC.

Deputy Chief Executives and Directors are responsible for assuring the Chief Executive that each Business Unit complies with departmental policies and processes to safeguard the personal information entrusted to DPMC.

The Privacy Officer owns this Policy and is responsible for monitoring DPMC's compliance with the Privacy Act and for advising ELT about any risks to DPMC's ability to protect and manage the personal information it holds.

Principles:

DPMC's management and protection of personal information will be guided by the following principles:

- All personal information we hold will be managed and used in accordance with the Privacy Act 1993.
- DPMC will embody a culture in which personal information is protected and respected.
- Individuals will be confident that DPMC is a trusted guardian of their personal information.

Our commitment to privacy will be shown by:

- Only collecting personal information which is necessary to undertake our functions.
- Being transparent and open about what personal information is being collected.
- Giving individuals the opportunity to make an informed choice about the personal information they provide, or how much personal information they provide.
- Ensuring all individuals have the right to access personal information we hold about them and the right to seek correction if that information is wrong.
- Establishing a clear and lawful purpose for collecting personal information, and only using and disclosing personal information in accordance with that purpose.
- Taking reasonable steps to make sure that personal information is accurate before we use it.
- Protecting personal information from loss, misuse, and unauthorised access.
- Responding quickly and appropriately if a privacy breach occurs or is suspected.

To achieve this, DPMC will:

- Implement best practice end-to-end privacy management processes. We will do this by:

PRIVACY POLICY

- Embedding privacy by design principles into service design so that privacy protection is at the forefront of any systems and business processes that contain personal information.
- Using privacy impact assessments in all new business process development where personal information is involved.
- Testing and reviewing our current systems and processes to actively identify risks to privacy and apply treatments when risks are identified.
- Ensure our staff are confident and knowledgeable in their approach to managing personal information. We will do this by:
 - Providing resources and training on privacy practices.
 - Developing and publishing guidance on how privacy is managed at DPMC.
 - Using our privacy communication strategy to focus and raise awareness of privacy with our staff.
- Regularly assess the state of our privacy health. We will do this by:
 - Reviewing and refreshing our privacy programme to continually lift our performance as measured against the Government Chief Privacy Officer annual privacy self- assessment report.
 - Monitoring how we manage privacy requests, complaints and breach responses and implementing changes to our processes if deficiencies are identified.
- Provide effective leadership on privacy across DPMC. We will do this by:
 - Empowering our departmental Privacy Officer to undertake effective monitoring and oversight of our compliance with the requirements of the Privacy Act 1993.
 - Equipping our managers with privacy skills and knowledge so they can 'walk the talk' on privacy.
- Ensure that members of the public understand how privacy is managed at DPMC. We will do this by:
 - Publishing our privacy policy on the DPMC website to ensure the public understand DPMC's commitment to privacy.
 - Ensuring that all our websites contain accurate privacy notices and information about how individuals can access information held by DPMC.