



# Brighton Council

## Privacy Statement

The Brighton Council is committed to upholding the right to privacy of all individuals who have dealings with Council. Council will take necessary steps to ensure that personal information that members of the public share with Council remain confidential.

- Personal information is any information, which can be used to identify an individual.
- Council collects, retains, stores and uses personal information where it is necessary for one or more of the Council's functions or activities. Certain information is collected in order to comply with laws and regulations. Whenever Council collects information it will gladly share the reasons with you upon request.
- Council only uses personal information provided by you for the purposes for which it was collected and for any other use authorised or required by law, including law enforcement and compliance activities.
- Council will not collect sensitive information about you without your express consent and unless the collection is required by law.
- Council is committed to maintaining the accuracy of our customers' information. Council will respond to your requests to correct inaccurate information in a timely manner.
- Council has procedures in place to limit access to your personal information to those employees with a business reason for knowing such information. Council employees are educated about the importance of confidentiality and customer privacy.
- Council maintains appropriate security standards and procedures to help prevent access to your confidential information by anyone not authorised to access such information. Examples of these security procedures include, the use of computer passwords; firewalls; network security; restricted access to hard copy records; removal of information from computers when they are displaced from service and shredding of unnecessary documents etc.
- Council will not reveal information about you or your accounts (including statutory planning representations) to third parties outside the Council for their independent use unless authorised to do so, or the disclosure is required by a court or tribunal or allowed by law. The Council does not sell, trade or make available your personal information to others.

Sometimes it is necessary to provide information about you, your accounts, or property to a service company that the Council hires to help provide services to you. Where the Council out sources functions that involve the collection, utilisation and/or holding of personal information, contractual measure are taken to ensure that the contractors and subcontractors do not act in a way that would amount to a breach of privacy standards. These contractors are required to maintain the confidentiality of this information and abide by all applicable laws. Council does not permit third parties to sell or use the information for their own purposes.

Please contact the Council if:

- You wish to change your contact details;
- You wish to place a written information access request; or
- You wish to discuss a privacy concern.

Council's contact details are as follows:

Privacy Officer  
Brighton Council  
1 Tivoli Road  
GAGEBROOK TAS 7030  
Ph: (03) 6268 7027 or Fax: (03) 6268 7013  
E-mail - [admin@brighton.tas.gov.au](mailto:admin@brighton.tas.gov.au)