

## Commitment to Privacy

Moreton Bay Regional Council (**Council**) collects and handles personal information – such as name and contact information – when providing our services and conducting Council operations.

Council is required to collect and manage personal information in accordance with the *Information Privacy Act 2009* (Qld) (**IP Act**), including the Information Privacy Principles (**IPPs**). The IPPs set limits on how we collect, use, disclose and otherwise handle personal information, and provide a right for individuals to seek access to and correction of their own personal information.

Council takes a Privacy by Design approach to decision making, project design and when designing for its privacy culture. Privacy by Design is a best practice approach whereby privacy is *designed into* the day-to-day operations of Council, including projects, initiatives, programs and systems; as opposed to *bolting on* privacy at a later stage.

A strong privacy culture and ongoing accountability in personal information management are key to ‘doing privacy well’ at Council.

## Our Commitment

Through our privacy program, we demonstrate to the community that we understand the value of their personal information and are committed to best practice legislative compliance in how that information is collected and managed.

## Mission and Visions

Our Commitment is founded on the following mission and vision:

**Mission:** Moreton Bay Regional Council observes the law and considers community expectations in our collection and handling of personal information.

**Vision:**

- Privacy is an essential touch point across all Council functions.
- Privacy at Council is proactive, not reactive and preventive, not remedial.
- Council team members are trained in privacy and understand its importance.

## Foundational Principles

To help us achieve our mission and vision, Council applies four (4) **foundational principles** in the delivery of our privacy program and in our work every day across Council.

1. **Good decisions** - Our decisions involving personal information are lawful and fair.
2. **Safekeeping** – We know what personal information we hold and apply appropriate safeguards throughout its lifecycle.
3. **Intentional** – Privacy by Design is supported for all initiatives involving personal information.
4. **Responsiveness** – We respond meaningfully to changes in technology, privacy law and the best practice approaches supported for Queensland and local government.

## Privacy Leadership

In making Our Commitment, Council recognises and supports privacy as a leadership function.

The **Privacy Champion** is a strategic privacy leadership role at Council that supports and promotes Our Commitment. The Privacy Champion is the Director Finance & Corporate Services.

The **Legal Services Department** is the hub for privacy operations in Council. The Legal Services Department includes a dedicated **Privacy Officer** who manages Council's privacy program.

**Business areas and departments** within Council that handle or make decisions in relation to personal information serve as critical contact points for the Privacy Officer. They are key to observing Our Commitment in practice.

## Privacy Program

Council's privacy program includes a formal Privacy Management Framework (**PMF**) and related Privacy Management Plan (**PMP**). The PMF establishes the roles, responsibilities and key directions that support Our Commitment. The PMP guides Council in its delivery of key policy, procedure and operations associated with privacy.

Continuous improvement in privacy culture and accountability – and information practice, generally – are key features of our privacy program.

## More Information

For more information about Council's Commitment to Privacy and our ongoing program of privacy work, please contact Council's Legal Services department on 3205 0555.

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