



Information Act: Website Privacy

Introduction The Northern Territory Government introduced the *Information Act*, effective from 1 July 2003. The Act is based on ten Information Privacy Principles (IPP's) which are available at www.infocomm.nt.gov.au.

The *Information Act* imposes obligations on Northern Territory public sector agencies to respect the privacy rights of the public by placing limits on the collection, use and disclosure of personal information and giving the right to access and correct personal information.

The Department of Treasury and Finance (DTF) is strongly committed to protecting your privacy while collecting and handling your personal information by complying with the IPPs.

What is personal information? Personal information is government information that is recorded in any way or form, whether true or not, from which your identity is apparent or can be reasonably ascertained.

Collecting personal information DTF collects and holds a variety of personal information about individuals who are either currently engaged or seeking to be engaged by DTF for a specific purpose.

Personal information may be collected for the purposes of:

- providing relevant information or services;
- managing and administering agency services;
- managing an on-going agency/client relationship.

If personal information is not provided for the purposes described, DTF may not be able to accurately provide the information or perform the service required.

Personal information collected by DTF often is limited to email address, but may include other information when needed to provide specific information or a service.

Email

When DTF receives an email:

- the email address is captured;
- the email address will only be used for the purpose for which it was provided;

- the email address will not be added to a mailing list unless requested;
- the email address will not be used for any other purpose than intended; and
- the email address will not be disclosed without consent.

Cookies and Statistics

Cookies are pieces of information that a website can transfer to an individual's computer hard drive for record keeping. When you visit a site that uses cookie technology and undertake an action, the site will remember that action and any made previously.

DTF does not use cookie technology to collect information.

When visiting DTF's website, certain information about your computer hardware and software is captured. This information may include:

- IP (Internet Protocol) address;
- top level domain name (eg: .com, .net, .gov, .au etc.);
- date and time of the visit;
- address of the server;
- type of browser and operating system used;
- pages accessed on the site.

This information is used for the operation and maintenance of our services, and to provide general statistics.

No attempt will be made to identify individuals or individual browsing activities, except in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect the internet web server logs.

Using and disclosing personal information

Where personal information is disclosed for the purposes outlined in this policy, DTF will ensure that the information is collected, held, used or disclosed consistently with the IPPs in the Northern Territory's *Information Act*.

Relevant groups or organisations to whom DTF may disclose personal information to include:

- other Northern Territory or Commonwealth government agencies;
- the Information Commissioner for the purposes of obtaining clarification or advice;
- outsourced service providers for the performance of their services;
- nominated referees of job applicants and tenderers; and
- an organisation where a law requires such disclosure.

Outsourced service providers engaged by the Department are required to comply with the requirements of the *Information Act*.

Gaining access to and correcting personal information

A request to access personal information held by the department is subject to exemptions under the legislation. Information will not be made available unless identity or the identity of another party who has the right to access the personal information is confirmed. If a request for personal information is declined, reasons for the decision will be provided.

Access to personal information for the purposes of correction may be made if it is established that the personal information is inaccurate, incomplete or out of date. The respective application needs to be completed and lodged. Forms are available on our website (www.treasury.nt.gov.au/InformationAct) or by contacting the Information Policy Officer on 08 8999 6800.

Privacy

DTF provides a secure environment and reliable systems to ensure the protection of personal information. This includes:

- only authorised staff who are employed under our security arrangements have access to personal details;
- administration systems use secure hardware and software products which protect against unauthorised access;
- hard copies of personal information are protected in secure records management systems; and
- DTF's website uses industry standard security protocols to protect the personal information disclosed when using the online facilities.

Complaints about privacy

A complaint may be lodged if personal information is not protected in accordance with details set out in this policy. Further information is available on the website or by contacting DTF's Information Policy Officer.

Contact details

Information Policy Officer

Department of Treasury and Finance

GPO BOX 1974, DARWIN NT 0801

P: (08) 899 96800

F: (08) 899 96150

E: FOI.NTT@nt.gov.au

W: www.treasury.nt.gov.au/InformationAct