

ONLINE AND OTHER SURVEYS

Where personal information is requested for the purpose of accepting answers to online or other surveys, that information shall never be publicly displayed in any way that identifies individual users.

EXTERNAL USE OF PERSONAL INFORMATION

Unless specifically noted at the time of gathering personal information, or required by law (for example the Australian Bureau of Statistics) the Shire of Denmark will never knowingly distribute such details to third parties, other than that displayed as part of the normal web services or as aggregated datasets.

REFUSAL OF ACCESS

The Shire may refuse access to a document where the document is not a document of the Shire or where the document is an exempt document. For example, the FOI Act exempts from disclosure commercial or business information that contains sensitive commercial information where disclosure will destroy or diminish that commercial value or reveal trade secrets. Alternatively, the Shire may provide an edited copy of the document.

HELP US TO ENSURE WE HOLD ACCURATE INFORMATION

The Shire of Denmark takes all reasonable precautions to ensure that any personal information held or disclosed by it is accurate, complete and up to date. An individual may ask to see their personal record to ensure that data is correct, and to have incorrect information changed. The accuracy of this information depends on information that is provided by you.

WE REQUEST THAT YOU:

- _ Inform us if there are any errors in your personal information.
- _ Keep us up to date with changes to personal information such as your name and address.

YOU MAY ACCESS YOUR PERSONAL INFORMATION BY :

Applying in writing providing your name, address and sufficient information to identify the documents sought.

BEFORE ALLOWING ACCESS TO PERSONAL INFORMATION THE SHIRE WILL TAKE REASONABLE STEPS TO:

- _ Satisfy itself as to the identity of the applicant; and
- _ Ensure that only the applicant or applicant's agent, nominated in writing, receives the document.

APPLYING TO AMEND INFORMATION

You may apply to amend your personal information if the information is inaccurate, incomplete, out of date or misleading. You apply in writing providing your name, address, details to enable the relevant document to be identified, sufficient details of the matters in relation to which you believe the information needs updating, the reasons for holding this belief and how you wish the amendments to be made.

FURTHER INFORMATION

CONTACT

Shire of Denmark

Freedom of Information Coordinator

PHONE

(08) 9848 0300

EMAIL

admin@denmark.wa.gov.au

POSTAL ADDRESS

Po Box 183, Denmark WA 6333

WEBSITE

www.denmark.wa.gov.au

RELATED LINKS

The Office of the Information Commissioner WA

Website: www.foi.wa.gov.au

Freecall: 1800 621 244

The Office of the Federal Privacy Commissioner Australia

Website: www.privacy.gov.au

Freecall: 1300 363 992

Privacy Statement



Your Privacy & Your Local Government

The Shire of Denmark understands that your privacy is important to you. This document describes how we handle your personal information.

FREEDOM OF INFORMATION

The Freedom of Information Act 1992 (WA) ('FOI Act') requires that certain information concerning the Shire of Denmark' operations be kept confidential.

YOUR PERSONAL INFORMATION

Personal information as defined by the FOI Act "...means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead – whose identity is apparent or can reasonably be ascertained from the information or opinion, or who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample". The FOI Act allows you to access your personal information held by the Shire for the purpose of ensuring that the information is accurate, complete, up to date and not misleading.

HOW WE COLLECT PERSONAL INFORMATION

The Shire collects information in the following manner.

- You provide information by phone, documents submitted for processing and letters received by the Shire from you.
- From third parties eg. government agencies, the Electoral Commission or your representatives.
- From publicly available sources of information - Internal records

PRIVACY OF INFORMATION OF COMPLAINANTS

To ensure confidentiality to the community details ie: name and address, are not divulged to any person when a complaint is received, however, any person who makes a complaint to the Council must provide their name and address so as to ensure the validity of their information. Details of the complaint are to remain confidential to the Council. (Subject to compliance with the FOI Act where applicable.)

WHY DO WE COLLECT PERSONAL INFORMATION?

Personal information is received and collected by the Shire for the purpose of providing services normally delivered by a local government.

DOCUMENTS CONTAINING YOUR PERSONAL INFORMATION

The Shire will generally not provide a third party with a document which contains your personal information without first deleting that personal information or taking steps as are reasonably practicable to obtain your views as to whether the document contains matter that is exempt from disclosure under the FOI Act.

THE FREEDOM OF INFORMATION ACT DOES NOT APPLY TO INFORMATION THAT IS:

- Available for inspection under legislation;
- Available for purchase by the public or free distribution to the public;
- Available for inspection at State archives;
- Publicly available library material held by agencies for reference purposes;
- Made or acquired by an art gallery, museum or library and preserved for public reference or exhibition purposes.

WHEN WE DISCLOSE YOUR PERSONAL INFORMATION

Your personal information may be disclosed if it appears in documents that are required to be publicly available for disclosure under the provisions of the Local Government Act 1995 or any other legislation. For example, section 5.94 of the Local Government Act and Section 29 of the Local Government (Administration) Regulations, provides that a person may attend the office of a local government and inspect free of charge documents including:

- Rates record
- Confirmed minutes of council or committee meetings
- Minutes of electors meetings
- Register of owners and occupiers under section 4.32(6) and electoral rolls
- Other information relating to local government: - required by the Local Government Act to be available for public inspection; or
- As may be prescribed by legislation.

PRIVACY STATEMENT

By using the Shire of Denmark Web Services clients will from time to time provide information to the Shire in order to ensure the most effective provision of services. Some of this information will be collected automatically by website equipment and some will be specifically requested by client input. This statement seeks to provide clear advice as to how such personal information shall be utilised by the Shire.

USAGE LOGS

Every time an element is downloaded from a Shire of Denmark website a record is recorded of the event including IP Address of the requesting client's machine, time and date of request, size and name of files sent and received, and type of web browser used. No attempt will be made to identify individual users or their browsing activities except, in the event of an investigation, where a law enforcement agency may exercise a warrant to inspect the service provider's logs.

COOKIES

From time to time the Shire of Denmark will load simple, brief information (cookies) onto users computers in order to provide more effective online services. Such cookies shall never contain personal details of individuals and will only be linked back to any server-based databases after specific approval of each user for each project. Users can choose not to allow such information to be uploaded by turning the cookie feature off on their web browser software.

WEB SPECIFIC DATABASES

The Shire of Denmark maintains a number of databases specifically to store information utilised by its web services and which include some personal details of individuals. These include Online Directories, Community Information, and Events. Entries will only be made to these databases with the express permission of any named individuals, and such personal information will normally be added directly into the databases by the individuals involved via online forms. Information entered in these databases may be used in the provision of public web services, including the direct display of such details upon the Shire of Denmark websites in various formats.