

The City of Newcastle

Management Plan

Privacy Management Plan 2014

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Privacy Management Plan

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Related policies/documents	Guide to Council's Access to Information Framework under the Government Information (Public Access) Act
Related forms	Informal Access Application Form Formal Access Application Form

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Part A - Preliminary

1 Purpose

- 1.1 The purpose of this Plan is to provide information about how Council collects, uses, discloses and holds personal information and health information in accordance with:
 - 1.1.1 [Privacy and Personal Information Protection Act 1998 \(PPIPA\)](#);
 - 1.1.2 [Health Records and Information Privacy Act 2002 \(HRIPA\)](#);
 - 1.1.3 [Information Protection Principles \(IPP\)](#);
 - 1.1.4 [Health Privacy Principles \(HPP\)](#); and
 - 1.1.5 [Privacy Code of Practice for Local Government](#).

2 Scope

- 2.1 This Plan applies to Councillors, Council employees (including volunteers), consultants and contractors to Council, and Council committees must follow this Plan (and PPIPA and HRIPA) when dealing with personal information or health information.

3 Privacy and GIPA

- 3.1 PPIPA provides for the protection of personal information and for the protection of the privacy of individuals. The Government Information (Public Access) Act 2009 (**GIPA Act**) sets out how members of the public can access information held by Council, including their personal information and that of others. The definition of personal information is different under both Acts. When Council responds to a request for access to personal information, Council must ensure that it discloses such information in accordance with the relevant Act.

4 Further information

- 4.1 Council Officers can access further information regarding the implementation of this Plan by:
 - 4.1.1 Contacting the relevant Privacy Champion for their area or the Privacy Contact Officer (refer to Annexure B for details);
 - 4.1.2 Contacting the [Information and Privacy Commission](#) (IPC) for advice.

Part B - Personal Information

5 What is personal information?

- 5.1 Personal information is:
 - 5.1.1 information or an opinion;
 - 5.1.2 about an individual; and
 - 5.1.3 where the identity of the individual is apparent or can reasonably be ascertained from the information or opinion.
- 5.2 Personal information can include information in a database and does not have to be recorded in a hard copy document.
- 5.3 Personal information does not include:

- 5.3.1 information about an individual that is contained in a publicly available publication such as:
 - (a) personal information in a newspaper, magazine or book that is distributed broadly to the public;
 - (b) personal information on the internet; and
 - (c) personal information in Council business papers that are available to the public;
 - 5.3.2 information or an opinion about an individual's suitability for appointment or employment as a public sector official; and
 - 5.3.3 information about an individual who has been dead for more than 30 years.
- (For more information, see [section 4 of PPIPA](#))

6 What types of personal information are held by Council?

- 6.1 Council holds personal information about its **customers, ratepayers and residents**. For example, personal information may be contained in the following records:
 - 6.1.1 rates records and records of property ownership;
 - 6.1.2 development applications and submissions;
 - 6.1.3 road closure applications;
 - 6.1.4 rezoning applications;
 - 6.1.5 residential parking permit applications;
 - 6.1.6 complaints made to Council;
 - 6.1.7 membership applications for the Art Gallery, Library, Museum and Council events;
 - 6.1.8 children's attendance at Council owned childcare centre and other Council facilities;
 - 6.1.9 right of burial transfer database (Council cemetery);
 - 6.1.10 petitions;
 - 6.1.11 booking details for community halls, Council parks and other facilities; and
 - 6.1.12 various types of health information such as medical conditions (allergies, diabetes), immunisations and mental health.
- 6.2 Council holds personal information about its **employees**. For example, personal information may be contained in the following records:
 - 6.2.1 Leave, payroll and salary information;
 - 6.2.2 contact information;
 - 6.2.3 performance management plans;
 - 6.2.4 complaints and disciplinary matters;
 - 6.2.5 pecuniary interest returns; and
 - 6.2.6 various types of health information such as medical certificates and workers compensation claim records.
- 6.3 Council holds personal information about its **Councillors**. For example, personal information may be contained in the following records:
 - 6.3.1 contact information;
 - 6.3.2 complaints and disciplinary matters; and
 - 6.3.3 pecuniary interest returns.

Part C - Roles and responsibilities

7 General Manager

- 7.1 The General Manager is responsible for:
 - 7.1.1 Ensuring this Plan is accurate and up to date.
 - 7.1.2 Ensuring Council meets its obligations under PIPPA, HIRPA and this Plan.
 - 7.1.3 Appointing a Privacy Contact Officer and Privacy Champions.

8 Privacy Contact Officer

- 8.1 Council's Privacy Contact Officer is appointed by the General Manager (refer to **Annexure A** for details).
- 8.2 The Privacy Contact Officer is responsible for:
 - 8.2.1 Assisting the General Manager to perform the General Manager's role under PIPPA, HIRPA and this Plan.
 - 8.2.2 Creating awareness about this Plan.
 - 8.2.3 Coordinating requests for the suppression of personal information and requests for internal reviews.
 - 8.2.4 Providing advice on matters relating to privacy and personal information.

9 Privacy Champions

- 9.1 Council's Privacy Champions are appointed by the General Manager (refer to **Annexure A** for details).
- 9.2 Privacy Champions are responsible for:
 - 9.2.1 Creating awareness about this Plan, particularly in their area of employment within Council.
 - 9.2.2 Providing advice on matters relating to personal information, particularly in relation to the use of privacy disclaimers in their area of employment.

10 Council Officers and Councillors

- 10.1 Council's Officers and Councillors are responsible for:
 - 10.1.1 Collecting, using, disclosing and storing personal information in accordance with this Plan and [Clause 32 of the Code of Conduct](#).
 - 10.1.2 Maintaining the integrity and security of confidential information in accordance with [Clause 31 of Council's Code of Conduct](#).
 - 10.1.3 Including privacy disclaimers at all times when collecting personal information.

11 Awareness and training for Council Officers and Councillors

- 11.1 Relevant Council Officers and Councillors will be made aware of this Plan and their obligations:
 - 11.1.1 at induction; and
 - 11.1.2 through an ongoing awareness program including the completion of an e-learning training module.

12 Community awareness

12.1 The following factsheets provide information for the community about the IPP and HPP:

12.1.1 [The Information Protection Principles \(IPPs\) explained for members of the public](#); and

12.1.2 [The Health Privacy Principles \(HPPs\) explained for members of the public](#).

The factsheets above should be provided to members of the public where they require additional information about privacy. Council's Privacy Contact Officer will also ensure that copies of the factsheets are available at its Customer Enquiry Counter and on The City of Newcastle website.

Part D - Registers

13 What is a public register?

13.1 A public register is a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee).

14 What public registers are held by Council?

14.1 The following table provides details of the public registers held by Council:

Act / Regulation	Section		Purpose	Contact
Local Government Act	53	Land Register	Identify land vested in Council or under Council's control	Customer Service
	113	Record of Approvals	Identify approvals granted under the Act	Customer Service / Development and Building
	449-450A	Register of Pecuniary Interests	Identify pecuniary interest of Councillors and designated persons	Customer Service / Governance
Environmental Planning and Assessment Act	100	Register of Consents and Approvals	Identify approvals, consents and related appeals under the Act	Customer Service / Development and Building
	149G	Record of Building Certificates	Identify building certificates	Customer Service / Development and Building
Protection of the Environment Operations Act	308	Public register of licences	Identify licences granted under the Act	Customer Service / Development and Building / Compliance
Impounding Act	30 & 31	Record of Impounding	Identify impounding action by Council	Customer Service / Compliance

15 What other registers are held by Council?

15.1 The following table provides details of other registers held by Council:

Act / Regulation	Section / Clause		Purpose	Access and contact
Environmental Planning & Assessment Regulation	121	Register of Modification of Development Consent	Identify modifications to development consents under section 95 of the Act	Register can be accessed by informal request under the GIPA Act. Contact Customer Service / Development and Building
Government Information (Public Access) Act	6(5)	Record of Open Access Information	Identify Council information that has been determined as 'open access information'	Register can be accessed on Council's website. Contact Customer Service / Legal and Information Officer
	25	Disclosure Log of Access Applications	Identify access applications where there is a public interest and Council has determined to provide access to the information	Register can be accessed on Council's website. Contact Customer Service / Legal and Information Officer
	27	Register of Government Contracts	Identify Council contracts that have (or are likely to have) a value of \$150,000 or more	Register can be accessed on Council's website. Contact Customer Service / Legal and Information Officer
Local Government Act	377-378	Register of Delegations	Identify functions delegated by the General Manager to Council Officers	Register can be accessed by informal request under the GIPA Act. Contact Legal and Information Officer
	602	Rates Record	In relation to a parcel of land, identify: <ul style="list-style-type: none"> the value rate liability the owner or lessee	Register can be accessed by informal request under the GIPA Act. Contact Customer Service / Rates Service

16 How can personal information held in registers be accessed?

- 16.1 Before disclosing personal information contained in a register, Council must be satisfied that the individual requesting access to the personal information intends to use the information for a purpose related to the purpose of the register or the Act under which the register is kept.
- 16.2 An individual may request access to personal information contained in a register by:
- 16.2.1 contacting the relevant area of Council; and
 - 16.2.2 completing a statutory declaration stating that the intended use of the information is consistent with the purpose for which Council holds that public register (refer to the tables above for the purpose of registers). An example statutory declaration is provided at **Annexure B**.
- 16.3 Council can determine whether to provide a copy of the whole or part of a register depending on whether such a disclosure fits with the purpose for which it was collected.
- 16.4 If access is requested to personal information which is not contained in a public register, then Council must be satisfied that there is no overriding public interest against disclosure of that personal information under the GIPA Act.
- (For more information, see [Clause 57 of PPIPA](#))

Part E – Collection of personal information

17 How does Council collect personal information?

- 17.1.1 Council must collect personal information in accordance with the PPIPA, HRIPA, IPP (Information privacy Principles) and HPP (Health Privacy Principles). The following table summarises these requirements:

	PPIPA	Privacy Code of Practice for PPIPA	HRIPA
IPP 1 and HPP 1	Lawful – Personal information must be collected for a lawful purpose which is directly related to Council's functions or activities and necessary for that purpose.	-	Lawful – Health information must be collected for a lawful purpose which is directly related to Council's functions or activities and necessary for that purpose.
IPP 2 and HPP 2	Direct – Personal information must be collected directly from the individual concerned unless it is unreasonable or impractical to do so.	Personal information can be collected by Council indirectly if: <ul style="list-style-type: none"> • reasonably necessary when an award, prize, or similar form of recognition is intended to be conferred upon the person to whom the information relates • statutory exemptions apply • unsolicited information is provided 	Relevant – Health information collected must be relevant, accurate, up to date, complete and not excessive. The collection should not unreasonably intrude into the individual's personal affairs.

	PPIPA	Privacy Code of Practice for PPIPA	HRIPA
IPP 3 and HPP 3	Open – An individual must be informed as to why their personal information is being collected, what Council will do with it, and who may have access to it.	Personal information can be collected by Council if: <ul style="list-style-type: none"> • necessary when an award, prize or similar of personal form of recognition is intended to be conferred upon the person to whom the information relates without prior or subsequent notification • statutory exemptions apply • unsolicited information is provided 	Direct – Health information must be collected directly from the individual concerned unless it is unreasonable to do so.
IPP 4 and HPP 4	Relevant – Personal information collected must be relevant, accurate, up to date, complete and not excessive. The collection should not unreasonably intrude into the individual's personal affairs.	-	Awareness – An individual must be informed as to why their health information is being collected, what Council will do with it, and who may have access to it. If health information is collected about an individual from someone else, reasonable steps must be taken to ensure that the individual has been notified as above, unless making the individual aware would impose a serious threat.

18 Privacy disclaimers

- 18.1 Any time Council collects personal information (whether on hard copy form or online), a privacy disclaimer should be included on the form (where practicable).
- 18.2 The privacy disclaimer aims to advise an individual about Council's purpose for collecting this information, whether the personal information is required to be supplied to Council, how it will be stored and how it can be accessed by an individual. An example privacy disclaimer is provided at **Annexure D**.

19 Unsolicited information

- 19.1 Where Council receives unsolicited personal or health information, the information will be treated in accordance with this Plan and the applicable IPP and HPP relating to storage, access, use and disclosure of information.
- 19.2 The IPP and HPP relating to collection do not apply to unsolicited information.

Part F – Storage of personal information

20 How does Council store personal information?

20.1.1 Council must store personal information in accordance with the PPIPA, HRIPA, IPP and HPP. The following table summarises these requirements:

	PPIPA	Privacy Code of Practice For PPIPA	HRIPA
IPP 5 and HPP 5	<p>Secure – Personal information must be stored securely, not kept any longer than is required by the General Retention and Disposal Authority of NSW, and be disposed appropriately.</p> <p>It should be protected from unauthorised access, use or disclosure.</p>	-	<p>Secure – Health information must be stored securely, not kept any longer than as required by the General Retention and Disposal Authority for Local Government Records issued by the State Records Authority of NSW, and be disposed of appropriately.</p> <p>It should be protected from unauthorised access, use or disclosure.</p>

Part G – Access and accuracy of personal information

21 How does Council provide access to, and ensure the accuracy of, personal information?

21.1.1 Council must provide access to, and ensure the accuracy of, personal information in accordance with the PPIPA, HRIPA, IPP and HPP. The following table summarises these requirements:

	PPIPA	Privacy Code of Practice for PPIPA	HRIPA
IPP 6 and HPP 6	<p>Transparent – Enough detail must be given about what personal information is stored, why it is stored, and what rights an individual has to access it.</p>	-	<p>Transparent – Council must advise individuals what health information is being stored, the reasons it is being used and any rights they have to access it.</p>
IPP 7 and HPP 7	<p>Accessible – Council must allow an individual access their personal information without unreasonable delay or expense.</p>		<p>Accessible – Council must allow an individual access their health information without unreasonable delay or expense.</p>

	PPIPA	Privacy Code of Practice for PPIPA	HRIPA
IPP 8 and HPP 8	Correct – Council must allow an individual to update, correct or amend their personal information where requested.		Correct – Council must allow an individual to update, correct or amend their health information where requested.
HPP 9			Accurate – Council must ensure that the health information held is relevant and accurate before using it.

22 How can an individual access their personal information?

22.1 Council will provide individuals with access to documents containing their personal information provided they confirm their identity by producing:

22.1.1 Driver's licence or passport; or

22.1.2 Birth certificate or birth extract; or

22.1.3 Pension card or health care card issued by Centrelink, Medicare card (Australian government issued); student photo identification card (issued by an Australian Tertiary Education Institution); or

22.1.4 Bank statements or rates notice.

23 How can an individual request that their personal information is suppressed?

23.1 An individual may request to have their personal information suppressed from any document or record held by Council.

23.2 The request must:

23.2.1 Be in writing addressed to:

The Privacy Contact Officer
The City of Newcastle
PO Box 489
Newcastle NSW 2300

23.2.2 Provide reasons as to why the safety or well-being of any person would be affected if the personal information is not suppressed.

23.2.3 Include a statutory declaration stating the reason for the request. An example statutory declaration is provided at **Annexure C**.

23.3 Council will suppress the information in accordance with the request if Council is:

23.3.1 Satisfied that the public interest in maintaining public access to the information is outweighed by the individual interest in suppressing the information; and

23.3.2 Council is able to suppress the information under legislation.

Part H – Use of personal information

24 How does Council use personal information?

24.1.1 Council must use personal information in accordance with the PPIPA, HRIPA, IPP and HPP. The following table summarises these requirements:

	PPIPA	Privacy Code of Practice for PPIPA	HRIPA
IPP 9	Accurate – Council must ensure that personal information is relevant and accurate before using it.	-	-
IPP 10 & HPP 10	Limited – Council may only use personal information for the purpose for which it was collected or a directly related purpose, or if an individual has given consent for its use by Council. It may also be used without consent in order to deal with a serious and imminent threat to any person's life, health or safety.	Personal information can be used by Council for another purpose if: <ul style="list-style-type: none">used for a lawful and proper function and its use is reasonably necessary for the exercise of Council's functionwhen an award, prize, or similar form of recognition is intended to be conferred upon the person to whom the information relates	Limited – Council may only use health information for the purpose for which it was collected or a directly related purpose which the individual would expect. Otherwise, consent is required.

Part I - Disclosure of information

25 How does Council disclose personal information?

25.1.1 Council must disclose personal information in accordance with the PPIPA, HRIPA, IPP and HPP. The following table summarises these requirements:

	PPIPA	Privacy Code of Practice for PPIPA	HRIPA
IPP 11 & HPP 11	<p>Restricted – Council may only disclose personal information:</p> <ul style="list-style-type: none"> with the individual's consent if the individual was told at the time of collection that the personal information would be disclosed if Council considers that the individual would not object Disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of a person 	<p>Disclosure of personal information by Council allowed where:</p> <ul style="list-style-type: none"> information is sought by a public sector agency or public utility in writing, is used for a lawful and proper function and its use is reasonably necessary for the exercise of that public sector agency or public utility's function when an award, prize, or similar of personal form of recognition is intended to be conferred upon the person to whom the information relates sought by a prospective employer (limited disclosure) 	<p>Limited – Council may only disclose health information for the purpose which it was collected or a directly related purpose that the individual would expect. Unless:</p> <ul style="list-style-type: none"> Consent is given by the individual Disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of a person Compassionate reasons Suspected unlawful activity or unsatisfactory professional conduct
IPP 12	<p>Safeguarded – Council cannot disclose an individual's sensitive personal information without their consent. For example, information about ethnic or racial origin, political opinions, religious or philosophical beliefs, health matters or sexual orientation, or trade union membership. Unless disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of a person</p>	<p>Disclosure of personal information by Council allowed where sought by a prospective employer outside of NSW (limited disclosure).</p>	

Part J – Other requirements

26 Identifiers, anonymity and transfer

26.1.1 In relation to health information, Council must comply with the requirements summarised in the following table in relation to identifiers, anonymity and transfer:

	PPIPA	Privacy Code of Practice for PPIPA	HRIPA
HPP 12			Not Identified – Council should only identify individuals by using unique identifiers if it is reasonably necessary to carry out Council's functions efficiently.
HPP 13			Anonymous – Council should allow individuals the opportunity of receiving services anonymously where this is lawful and practicable.
HPP 14			Controlled – Health information must only be transferred outside NSW if Council reasonably believes that the recipient is subject to laws or obligations substantially similar to those imposed by the HRIPA or consent has been given, or transfer is under contract between Council and the individual, or transfer will benefit the individual, or to lessen a serious threat to an individual's health and welfare, or steps have been taken to ensure that the information will not be handled inconsistently with the HRIPA or transfer is not permitted or required under any other law.

	PPIPA	Privacy Code of Practice for PPIPA	HRIPA
HPP 15			Authorised – Council should only use health records linkage systems if the individual has provided or expressed their consent.

Part K - Review of Council's disclosure of personal information

27 Review by Council (internal review)

27.1 If an individual believes their information has been disclosed other than in accordance with this Plan, they may request a review of Council's conduct. The request for review must:

27.1.1 Be in writing and addressed to:

The Privacy Contact Officer
The City of Newcastle
PO Box 489
Newcastle NSW 2300

27.1.2 Provide details as to how they believe the disclosure of their personal information was not done in accordance with this Plan.

27.1.3 Be lodged within **6 months** of the individual becoming aware of the conduct.

27.2 On receipt of a request for review of Council's conduct, the Privacy Contact Officer will:

27.2.1 assign a suitably qualified and appropriate Council Officer (not involved and more senior than the Council Officer alleged to have made the disclosure in the first instance) to conduct the internal review;

27.2.2 ensure the review is undertaken in accordance with any guidelines provided by the Office of the Privacy Commissioner NSW;

27.2.3 notify the Privacy Commissioner of the request for internal review as soon as practicable after its receipt and keep the Privacy Commissioner informed of the progress of the review;

27.2.4 ensure the individual who requested the review is advised of the outcome within **14 days** of its determination;

27.2.5 ensure the review is completed within **60 days** of the lodgement of the request. If not completed within 60 days, an application for external review may be lodged;

27.2.6 provide the Privacy Commissioner with a draft of Council's internal review report to enable the Privacy Commissioner to make a submission; and

27.2.7 provide a final copy of the internal review report to the Privacy Commissioner where it departs from the draft review.

28 Review by NSW Civil and Administrative Tribunal (external review)

28.1 If an individual is not satisfied with the outcome of an internal review, they may appeal to the NSW Civil and Administrative Tribunal (**NCAT**).

Annexure A - Privacy Contact Officer and Privacy Champions

The General Manager has made the following appointments for the purpose of this Plan:

Privacy Contact Officer:

Manager Council and Legal Services

Privacy Champions:

Development and Building Services	Team Coordinator
Strategic Planning Services	Legal and Information Officer
Compliance Services	Compliance Services Coordinator Environmental Health Services Coordinator
Cultural Facilities	Legal and Information Officer
Libraries	Legal and Information Officer
Finance	Manager Finance
Information Management Services	Legal and Information Officer
Human Resources	HR Business Partner
Commercial Properties	Legal and Information Officer
Customer Services	Team Leader
Infrastructure Management Services	Traffic and Transport Coordinator
Road and Asset Maintenance Services	Legal and Information Officer
Projects and Contracts	Coordinator - Project Management
Facilities and Recreation	Manager Facilities and Recreation
Summer Hill Waste Management	Legal and Information Officer
Communications	Web Content Coordinator

Annexure B - Statutory Declaration

(for access under Section 57 of the Privacy and Personal Information Protection Act 1998 to a Public Register held by Council)

OATHS ACT 1900, NSW, EIGHTH SCHEDULE

I,of.....
[name of declarant] **[address]**

do solemnly and sincerely declare that I am.....
[details of relationship of any, to person inquired about].....

I seek to know whether.....
[insert name of person].....

is on the public register of
[describe the relevant public register].....

The purpose for which I seek this information is.....
[insert purpose].....

The purpose for which the information is required is to
[insert purpose].....

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at: on.../.../...20....
[place] **[date]** **[signature of declarant]**

in the presence of an authorised witness, who states:

I, , a
[name of authorised witness] **[qualification of authorised witness]**

certify the following matters concerning the making of this statutory declaration by the person who made it:
[* please cross out any text that does not apply]

1. * I saw the face of the person OR
I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, **and**

2. * I have known the person for at least 12 months OR
I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was:

.....
[describe identification document relied on]

..... on.../.../...20.....
[signature of authorised witness] **date]**

Privacy Disclaimer

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: *To certify statutory declaration*

Intended recipients: *Relevant Council Officers*

Supply: *Voluntary*

Consequence of Non Provision: *Statutory declaration will be invalid*

Storage and security: *Document will be kept in Council's records management system in accordance with Council policy and relevant legislation.*

Access: *If a copy is held by Council you can contact Council on 4974 2000 for access*

Annexure C - Statutory Declaration

(to request that personal information is suppressed from any document or record held by Council)

OATHS ACT 1900, NSW, EIGHTH SCHEDULE

I,
of.....
[name of declarant] **[address]**

do solemnly and sincerely declare that I request to have their personal information suppressed from any document or record held by Council as the safety or well-being of any person would be affected if the personal information is not suppressed.

The suppression is requested for the following reasons **[insert**

reason:.....

.....
.....
.....
.....
.....
.....

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at: on.../.../...20....
[place] **[date]** **[signature of declarant]**

in the presence of an authorised witness, who states:

I, , a
.....
[name of authorised witness] **[qualification of authorised witness]**

certify the following matters concerning the making of this statutory declaration by the person who made it:
[* please cross out any text that does not apply]

1. * I saw the face of the person *OR*
I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, **and**

2. * I have known the person for at least 12 months *OR*
I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was:

.....
[describe identification document relied on]

..... on.../.../...20....
[signature of authorised witness] **[date]**

Privacy Disclaimer

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: *To certify statutory declaration*

Intended recipients: *Relevant Council Officers*

Supply: *Voluntary*

Consequence of Non Provision: *Statutory declaration will be invalid*

Storage and security: *Document will be kept in Council's records management system in accordance with Council policy and relevant legislation.*

Access: *If a copy is held by Council you can contact Council on 4974 2000 for access*

Annexure D - Privacy disclaimer (Example only)

Privacy Disclaimer

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: *a statement about why you are collecting the information.*

Intended recipients: *who will be using the information.*

Supply: *legally required OR voluntary.*

Consequence of Non Provision: *what happens if the information is not provided.*

Storage and security: *how the information will be stored, for how long and who will have access.*

Access: *how individuals can gain access to check accuracy of information.*