

# POLICY

## PRIVACY STATEMENT

Responsibility of:	Business Planning & Information Division	DEET File: 2005/0330
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Actual Date Reviewed	N/A	Version: 1.0

### Policy Statement

The Department of Employment, Education and Training (DEET) is committed to protecting your privacy. This privacy statement contains DEET's policies for the management of the personal information collected and used by the Department. This statement is part of DEET's ongoing commitment to protect the privacy of your personal information in accordance with the Information Privacy Principles (IPPs) set out in the Northern Territory (NT) *Information Act*.

#### What is Personal Information?

The *Information Act* defines personal information as information held by Government from which a person's identity is apparent or reasonably able to be ascertained.

### Collection

DEET only collects personal information necessary for, or related to its activities and functions and only by fair and lawful means. The personal information collected by the Department is used for direct service provision, and such information may also be used for statistical, research, planning and reporting purposes aligned with the functions of DEET. Where possible personal information is de-identified before re-use. DEET may collect your personal information in a number of ways, including:

- Enrolment forms and other forms used to facilitate delivery of DEET services to you.
- Through oral or written correspondence, such as when you write a letter or telephone DEET.

### Use and Disclosure

DEET endeavours to only use personal information for the purpose for which it was collected and takes reasonable steps to acquire consent for disclosure to third parties. Personal information is only used or disclosed for another purpose if that purpose is related to the primary purpose and the person would reasonably expect the information to be used or disclosed or the individual has consented to the use or disclosure.

DEET may also use or disclose personal information for any other purpose if it is required or authorised by law or the use or disclosure is believed necessary to prevent a threat to an individual's or the public's health and safety.

### Security of Information

Where reasonably possible DEET has security procedures in place to protect personal information from misuse and loss, and from being seen, changed, used or disclosed by individuals who are not authorised to do so.

DEET endeavours to ensure that records held by the Department are managed in accordance with the NT Government Records Management Standards at all times.

## Access to your information

The Department undertakes to provide access to personal information requested under the *Information Act* and endeavours to meet requests to correct any personal information that is inaccurate, incomplete or out of date unless there is an applicable exemption under the relevant provisions of the *Information Act*.

## Accuracy of Information

DEET endeavours to ensure the personal information collected, used and disclosed by the Department is, and remains, accurate, complete and up to date. If you think that your personal information held by DEET requires changing or updating, please contact the relevant DEET school or division or the DEET Information and Privacy Officer.

## Consent

The Department considers an individual to have consented to the collection, use or disclosure of their information if the individual has provided express consent or consent can be reasonably inferred from the conduct of the individual concerned.

### ***Consent by and on behalf of Children***

Children can give consent to the collection, use and disclosure of their personal information where it is established that they are of sufficient understanding and maturity to do so. Consent can also be given on behalf of a child, by the child's parent or a person authorised to do so.

### ***Consent on behalf of a person who has a disability***

Consent can be given on behalf of a person who has a disability, by a person authorised to do so. For example: their legal guardian

### ***Consent on behalf of deceased persons***

Consent can be given on behalf of deceased persons, within the first 5 years after death, by the administrator or executor of the deceased person's estate, or a person authorised to do so. For example: their next of kin

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## Contacting DEET

If you wish to access or change your personal information, lodge a complaint about an interference with your privacy, or you have a query on how your personal information is collected, managed, used or disclosed please contact the DEET Information and Privacy Officer:

### **Information and Privacy Officer**

Department of Employment, Education and Training  
GPO Box 4821  
Darwin  
NT 0801

**Phone: (08) 8999 5796**

**Fax: (08) 8999 5788**

**Email: [deetfoi.deet@nt.gov.au](mailto:deetfoi.deet@nt.gov.au)**