



## PRIVACY POLICY

December 2007

Dairy Food Safety Victoria is strongly committed to protecting an individual's right to privacy. Accordingly, DFSV is committed to full compliance with its obligations under the Information Privacy Act 2000 (Vic) (the Act). In particular, DFSV will comply with the ten (10) Information Privacy Principles contained in the Act.

The Ten National Privacy Principles:

- Principle 1 – Collection
- Principle 2 – Use and Disclosure
- Principle 3 – Data Quality
- Principle 4 – Data Security
- Principle 5 – Openness
- Principle 6 – Access and Correction
- Principle 7 – Unique Identifiers
- Principle 8 – Anonymity
- Principle 9 – Transborder Data Flows
- Principle 10 – Sensitive Information

### 1. Information Collection

DFSV will only collect information for the primary purpose of administering the *Dairy Act 2000*. Any collection will be by lawful and fair means. (Note: Fair is defined by the Privacy Commissioner as; "without intimidation or deception".)

When personal information is collected about an individual, DFSV will take all reasonable steps to ensure that the individual is aware that their information has been collected, how it will be used, that the individual may access information held about them and the likely consequences of failing to provide the information.

### 2. Use and Disclosure

DFSV will not use or disclose personal information for reasons that are not consistent with the primary, or related purposes, of its collection, unless:

- i. the individual has consented to its use or disclosure for a secondary purpose; or
- ii. DFSV has fully complied with the relevant Privacy Principle
- iii. is a legal requirement.

### 3. Data Quality

DFSV will take all reasonable steps to ensure that personal information collected is accurate, complete and up to date.

### 4. Data Security

DFSV will take all reasonable steps to protect the information it holds from misuse or unauthorised access. Every area within DFSV is responsible for ensuring that personal information (of individual clients and DFSV personnel) is kept physically secure and only able to be accessed by authorised personnel. This includes information kept on computer databases or that, which is transmitted electronically. Information that is no longer needed will be destroyed or archived.

### 5. Openness

DFSV will make this policy available to any interested persons upon request.

DFSV will, on request, provide details about the type of personal information, which is held, and what is done with it.

### 6. Access and Correction

An individual may request in writing access to his or her personal information held by DFSV by contacting DFSV's Privacy Officer at:

Address: Dairy Food Safety Victoria  
Level 1, 313 Burwood Road  
Hawthorn VIC 3122  
info@dairysafe.vic.gov.au

Access will be provided except in the circumstances outlined in the Act, for example where information relates to existing or anticipated legal proceedings or where the Freedom of Information Act 1982 applies. If an individual is able to establish that personal information held by DFSV is inaccurate, incomplete or out-of-date, DFSV will take all reasonable steps to correct the information. All requests will be dealt with in accordance with the Act.

## **7. Identifiers**

DFSV must not assign, adopt, use, disclose or require unique identifiers from individuals except for the course of conducting normal DFSV business or if required by law. DFSV will only use or disclose unique identifiers assigned to individuals by other organisation if the individual consents to the use and disclosure or the conditions for use and disclosure set out in the Act are satisfied.

DFSV will not use identifiers issued by Commonwealth agencies (eg Medicare numbers, tax file numbers, Social Security numbers) for identification of any individual.

Note: for legal purposes, an individual's name or ABN (Australian Business Name) is not an identifier.

## **8. Anonymity**

Individuals may remain anonymous during interactions with DFSV (eg enquiries regarding DFSV's services) provided that this is lawful and practicable.

## **9. Transborder Data Flows**

DFSV will not transfer personal information about an individual outside of Victoria unless such data transfer conforms to the reasons and conditions outlined in the Act.

## **10. Sensitive Information**

DFSV will not collect sensitive information about an individual unless the individual has consented or such collection is required by law or in the case of health information, specific requirements of the privacy principles has been complied with.