ANAO PRIVACY POLICY

VERSION 1.0 EFFECTIVE 12 MARCH 2014
DOCUMENT CONTROL

Contact for enquiries and proposed changes:

<table>
<thead>
<tr>
<th>Name</th>
<th>Alex McElwee</th>
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<tbody>
<tr>
<td>Phone</td>
<td>62037701</td>
</tr>
<tr>
<td>Location</td>
<td>ANAO CMB, Ground Floor, 19 National Circuit, Barton ACT 2600</td>
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Record of Endorsement

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<th>Status</th>
<th>Name</th>
<th>Position</th>
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Record of amendments

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<th>Author</th>
<th>Date</th>
<th>Review Date</th>
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<td>1.0</td>
<td>Alex McElwee</td>
<td>March 2014</td>
<td>March 2016</td>
<td>New policy</td>
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1. INTRODUCTION

On 12 March 2014, new Australian Privacy Principles (APP’s) became effective in support of the Privacy Act 1988 replacing the previous Information Privacy Principles (IPP’s). The APP’s set out enhanced standards, rights and obligations in relation to handling, holding, accessing and correcting personal information.

The ANAO may collect personal information in the course of undertaking its audit program and for administrative purposes not related to its audit work. This policy explains how, as an organisation, the ANAO manages the handling of the personal information it collects.

Given specific provisions relating to confidentiality included in the Auditor-General Act 1997 (the Act), the policy has particular application to information collection not related to audit work. The APP’s do provide relevant context for the handling of information collected as part of our audit work.

2. HANDLING OF PERSONAL INFORMATION COLLECTED AS PART OF OUR AUDIT WORK

Our obligations under the Auditor-General Act

The introduction of the APP’s will not affect the information gathering activities we undertake relating to our audit work provided these activities are conducted in accordance with the Act. The Act imposes strict confidentiality requirements on the Auditor-General and on ANAO personnel to protect any personal information collected as part of our audit work. This includes information collected through such activities as individuals providing online information through our ‘contribute to an audit in progress’ or enquiries on current audits through our contact us functions.

3. HANDLING OF PERSONAL INFORMATION NOT RELATED TO AUDIT WORK

This privacy policy sets out how we will comply with our privacy obligations under the new APP’s for the personal information we gather as part of the ANAO’s general administration. In this context ‘personal information’ is defined in section 6 of the Privacy Act:

...Personal information means information or an opinion about an identified individual or an individual who is reasonably identifiable:

(a) whether the information or opinion is true or not; and

(b) whether the information or opinion is recorded in a material form or not.

Collection

The ANAO collects personal information as part of general administration either directly from the individual or their authorised representative. Sometimes we collect personal information from a third party or a publicly available source, but only if the individual has consented to such collection or would reasonably expect us to...
collect their personal information in this way. This information is mainly related to employment services, human resource management, and other corporate service functions.

Other examples of where we may collect personal information are listed below:

**Enquiries**

- When an individual contacts us asking for information or advice about the ANAO’s functions and its legislation

**Administrative activities**

- When we manage the administrative functions of the ANAO

**Public awareness, education and publications**

- When people request to be included on an email or mailing list so that the ANAO can send them information about its services and publications
- When we record who we have had contact with in relation to media or other public relations events
- When we conduct events or deliver training.

**Use and disclosure**

We only use personal information for the purposes for which it was given to us, or for purposes which are directly related to one of our internal functions or activities and we do not give personal information to other government agencies, organisations or anyone else unless one of the following applies:

- the individual has consented
- the individual would reasonably expect, or has been told, that information of that kind is usually passed to those individuals, bodies or agencies
- it is otherwise required or authorised by law
- it will prevent or lessen a serious and imminent threat to somebody’s life or health
- it is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of public revenue.

We do in some instances provide de-identified metrics to the Australian Bureau of Statistics (ABS) and the Australian Public Service Commission (APSC) regarding employee characteristics for statistical purposes only.

**Data quality and security**

We take steps to ensure that the personal information we collect is accurate, up to date and complete. These steps include maintaining and updating personal information when we are advised by individuals that their personal information has changed, and at other times as necessary.
We protect the personal information we hold against loss, unauthorised access, use, modification or disclosure, and against other misuse. This includes password protection for our computer systems, securing paper files in locked cabinets and physical access restrictions.

When no longer required, personal information is destroyed in a secure manner, or deleted according to the ANAO Records Management Unit's policies. These policies are informed by the National Archives of Australia legislation and guidance. For further information please refer to: www.naa.gov.au

**Access and correction**

If an individual requests access to the personal information we hold about them, or requests that we change that personal information, we will allow access or make the changes unless we consider that there is a sound reason to withhold the information, or not make the changes. If we do not agree to modify the information, we will allow an individual to present a statement for attachment to the record sought to be modified. Individuals can obtain further information about how to request access or changes to the information we hold about them by contacting us.

**4. HANDLING OF PERSONAL INFORMATION COLLECTED ONLINE**

Personal information will be collected by the ANAO from internet contact. The information requested will only be used for the purpose for which it has been provided and will not be added to a mailing list for any other purpose. We will not use email addresses or personal information for any other purpose, and will not disclose it, without consent.

The ANAO collects clickstream data when ANAO web sites are accessed. When an individual opens the web site, a record of the visit is electronically recorded and the following information is logged:

- the user's server address
- the user's top level domain name (for example .com, .gov, .au, .uk, etc)
- the date and time of visit to the site
- the pages accessed and documents viewed and previous site visited
- the type of operating system and browser used

The data listed above is collected for the following purposes:

- website and system administration, including monitoring to prevent security breaches
- enhancement of the web site to the user's needs
- research and development
5. HOW TO CONTACT US

Individuals can obtain further information in relation to this privacy policy, or provide any comments, by contacting us:

Telephone
(02) 6203 7300 (or from outside Australia +612 6203 7300
Post
Australian National Audit Office
GPO Box 707
Canberra ACT 2601
AUSTRALIA
Facsimile
(02) 6203 7777 (or from outside Australia +612 6203 7777)
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