

## **BAYSIDE CITY COUNCIL PRIVACY STATEMENT**

Bayside City Council (“Council”) is committed to respecting the privacy of your personal information and health information. Under the *Information Privacy Act 2000* and the *Health Records Act 2001*, Council is bound by privacy principles which govern the way your information is collected, stored, used and disclosed.

Council collects personal information and health information for the primary purpose of carrying out its functions under the *Local Government Act 1989*, *Health Records Act 2001* and other relevant legislation, including research and survey purposes.

Your personal information or health information may be used or disclosed as required or authorised by law or with your consent. Council takes the necessary steps to ensure that personal information is secure from any unauthorised access or modification.

Council engages contractors to perform some of its services. Under these arrangements, our contractors may also be provided with limited personal information or health information. We are committed to ensuring that our contractors handle this information in accordance with the privacy legislation.

Council will take steps to ensure that personal information and health information which it holds is as accurate, complete and up-to-date as possible. However, the accuracy of personal information held by Council depends to a large extent on the information that you provide. We recommend that you inform us if there are any errors in your personal information or health information and keep us up-to-date with changes to that information.

Council will, upon request, provide you with access to your personal information or health information unless exempted by law from doing so. Council may charge a reasonable fee for providing access to this information.

If you have a complaint about a breach of your privacy, have a query as to how your personal information or health information is collected, stored, used or disclosed, or wish to gain access to your information, please forward your request to:

Privacy Officer  
Bayside City Council  
PO Box 27  
SANDRINGHAM VIC 3191

or

[privacy@bayside.vic.gov.au](mailto:privacy@bayside.vic.gov.au)