**MAV INFORMATION PRIVACY POLICY**

**The MAV**

The Municipal Association of Victoria (MAV) is an association incorporated by statute for the

purpose of promoting the efficient carrying out of municipal government throughout the State

of Victoria and of watching over and protecting the interests rights and privileges of

municipal corporations.

**Compliance**

The MAV is committed to complying with the Privacy and Data Protection Act 2014 (Vic) (‘the Act’).

This Act specifies 10 Information Privacy Principles (IPPs). This document outlines the

policies of the MAV regarding its management of personal information under these

principles.

*Under the Act* ***personal information means*** *recorded information or opinion, whether true*

*or not, about a readily identifiable individual.*

**IPP 1 - Collection**

The MAV only collects personal information that is necessary for the performance of its

functions or activities.

Upon collection of such information the MAV will inform the individual;

why it is collecting personal information,

how that information can be accessed,

the purpose for which the information is collected,

with whom the MAV shares this information,

any relevant laws that require the MAV to collect the information,

and the consequences for the individual if all or part of the information is not

collected.

All forms /documents that collect personal information will include the privacy notification

contained in this document. \*

Currently, the MAV holds the following personal information for the following reasons;

Council contact details (telephone number, email address, fax number, work

address) for the purpose of circulating information.

MAV employee contact details (home telephone number, email, fax number, postal

address, tax file information, bank account details, salary, superannuation details,

employment basis, job description, leave entitlement, marital status) for employment

related reasons.

Personnel files (letters of offer/acceptance, resumes, leave forms - long service, sick,

annual) for employment related reasons.

Medical information of staff who commenced in the 80s, for employment related

reasons (Health information is regulated by the Health Records Act 2001 (Vic))

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Politician’s information (telephone number, email, fax, work address, name, home

address, qualifications, job description) for the purpose of lobbying and negotiating

on behalf of our members.

Resumes for the purpose of job applications /positions.

Who’s Who list of councillors and CEOs (date of birth, education, place of birth,

marital status, parental status, number of children, qualifications, previous

employment, membership, contact details, interest) for the purpose of information

sharing amongst councils via publication on LGNet. Consent for the publication of

this information was obtained from all individuals involved.

**IPP 2 -Use and Disclosure**

The MAV only uses and discloses personal information for the primary purpose for which it

was collected, or,

a secondary purpose, related to the primary purpose, that the individual would

reasonably expect, or

a secondary purpose that has the consent of the individual, or

where required by law to do so, or

for any other reason permitted by the Act.

**IPP 3 -Data Quality**

The MAV is committed to ensuring that the personal information it holds is accurate,

complete and up to date. The MAV will conduct an information audit annually (each

February) to ensure this occurs.

**IPP 4 -Data Security**

The MAV is committed to protecting the personal information it holds from misuse, loss,

unauthorised access, modification or disclosure

The MAV will take reasonable steps to lawfully and responsibly destroy or permanently de-

identify personal information when it is no longer needed for any purpose.

**IPP 5 -Openness**

The MAV will provide a copy of this policy to any person who requests it.

**IPP 6 - Access and Correction**

Individuals have the right to seek access to their own personal information held by the MAV

and make corrections. Requests for access and correction should be made to the MAV’s

Privacy Officer.

**IPP 7 - Unique Identifiers**

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A unique identifier is a string of characters, usually a number, used to identify particular

individuals. If the same identifier is used by different organisations, it can be a very effective

tool for bringing together information about a single individual from a number of different

sources.

The MAV will not assign, adopt, use, disclose or require unique identifiers from individuals

except for the course of conducting the normal MAV business or if required by law. The MAV

will only use or disclose unique identifiers assigned to individuals by other organisations if

the individual consents to the use and disclosure, or the conditions for use and disclosure

set out in the Act are satisfied.

**IPP 8 -Anonymity**

If it is lawful and feasible the MAV will provide individuals with the option of not identifying

themselves when entering transactions with the MAV.

**IPP 9 -Transborder data flows**

The MAV will only transfer personal information outside of Victoria if that data transfer

conforms with the reasons and conditions outlined in the Act.

**IPP 10 -Sensitive Information**

“Sensitive Information” means information or an opinion about an individual’s,

race or ethnic origin; political opinions; membership of a political association; religious

beliefs or affiliations; philosophical beliefs; membership of a professional or trade

association; membership of a trade union; sexual preferences or practices; criminal

record – that is also personal information.

The MAV will not collect sensitive information about an individual unless it is for one of the

circumstances specified under the Act. This includes, consent of the individual.

**Complaints**

If an individual has a question, concern or complaint regarding the way in which the MAV

handles his or her personal information, he or she can contact the MAV Privacy Officer

direct.

**Other Bodies Bound by Act - Contractors**

The MAV provides some services through third party contractors. Where a contractor

breaches the Information Privacy Policies (IPPs) the MAV will be held responsible, unless

the contractor has agreed to be bound by the IPPs in an enforceable contract with the MAV.

Contracted service providers including subcontractors to them, are to be alerted to the

MAV’s Information Privacy Policy on the basis that compliance with Information Privacy

Principles is a requirement in any new contract. Compliance will be sought in all existing

contracts

Please note; the MAV is exempt from complying with the IPPs if it is doing something

necessary for the performance of a contract entered into before 26 May 2000. Once 1

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September 2003 passes then the MAV will be liable irrespective of when the contract was

entered into, unless they have an extension under s16(3) of the Act or the contract provides

for the contractor to be bound by the IPPs. Those contractors engaged before this date will

be encouraged to abide by the Act and will not be re-engaged for future contracts if they do

not agree to adhere to it.

**Administration at the MAV**

**The Information Privacy Officer** is Alison Lyon, 9667 5522, alyon@mav.asn.au. The

Information Privacy officer will be responsible for receiving complaints and requests for

access and correction. The Information Privacy Officer will also be able to provide advice to

MAV staff members about the Act.

**The Information Privacy Committee**

will prepare and present to the MAV Management Board (Board) for adoption an

Information Privacy Policy and will oversee the implementation of that policy and will

monitor performance under it, promote any desirable amendments to it and report

annually to the Board on the MAV's performance pursuant to that policy.

will be responsible for preparing and periodically updating any guidelines for

achieving compliance with the Information Privacy Act which it considers necessary

or desirable to achieve the purposes of the Act, and, subject to any advice taken

concerning suitability, will submit them to the Board for adoption.

will liaise with Senior Management to put the adopted Information Privacy Policy in

place and to guide the MAV administrators to build information privacy processes into

business practice.

**\*Privacy Notification**

*The personal information requested on this form is being collected by the MAV for [insert*

*purpose and any law that requires the particular information to be collected]. The personal*

*information will be used solely by the MAV for that primary purpose or directly related*

*purposes. [If relevant} The MAV may disclose this information to (organisations and why). If*

*this information is not collected [insert main consequences]. The applicant understands that*

*he or she may apply to the MAV (ph 9667 5555) for access to and/or amendment of the*

*information.*

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