

Personal Information Protection Statement

Information Collected

The Commissioner for Children (the Commissioner) is an independent statutory officer appointed by the Governor pursuant to s78 of the *Children, Young Persons and their Families Act 1997*. The functions of the Commissioner are set out in s79 of that Act.

A major focus of the Commissioner's role is to promote the health, welfare, care, protection and development of children and young people and to provide advice to the Minister for Human Services on policy, practice and services provided to or for children and young people in Tasmania. The Commissioner will only collect personal information by fair and lawful means which is necessary for or conducive to the functions of the Commissioner.

Under the *Personal Information Protection Act 2004*, the Commissioner is a personal information custodian and the collection, use and disclosure of personal information is governed by the Act.

The type of personal information collected includes names, addresses and telephone numbers, together with any specific information about a person that may be required for the purpose of discharging the Commissioner's functions.

The Commissioner takes reasonable steps to ensure that the personal information held is accurate, complete and up to date. Where practicable, the Commissioner will check on the accuracy of your personal information before it is used.

Sensitive Information

Sensitive Information includes things like health information, criminal record, racial origin and sexual preferences. Generally, the Commissioner will only collect sensitive information if it is necessary and with your consent.

Anonymity

If you are making a general enquiry, it may not be necessary to identify yourself. However, if you want to obtain assistance, identification may be necessary.

Access to and Correction of Information Collected

The *Personal Information Protection Act 2004* provides that you can access your personal information that is held by the Commissioner. If you consider the personal information to be incorrect, incomplete, out of date or misleading, you can request that the information be amended.



Requests to access or correct your personal information held by the Commissioner will be processed in accordance with the provisions of the *Right to Information Act 2009*, as required by Schedule 1 clause 6 of the *Personal Information Protection Act 2004*.

Depending upon the nature of the request a fee may be charged for this service.

For further information see our website or contact the Commissioner's office on 03 6166 1366.

If you are not satisfied with the handling or outcome of your request for access to or correction of your personal information, you can lodge a complaint with the Ombudsman. The Ombudsman's office can be contacted on 03 6166 4566, or 1800 001 170 (cost of local call outside Hobart area), and by email to ombudsman@justice.tas.gov.au.

Use and Disclosure of Personal Information

The Commissioner's staff are only provided with or have access to the information that is necessary for them to carry out their functions. All staff are bound by confidentiality requirements.

Your personal information will be used only for the purpose which is identified to you. Your personal information will only be disclosed to organisations or individuals operating outside the Commissioner's office with your consent, or if it is required by or authorised by law.

Some de-identified personal information we have collected may be used in research, statistical analysis, state or national reporting, awareness programs, public statements or training, but not in a way to compromise the protection of personal information.

Personal information in written submissions on policy matters or matters of public consultation may be disclosed in reports that are made public, unless the submission was submitted and/or accepted on a confidential basis.

Security of Personal Information

The Commissioner uses a number of procedural, physical, and technical safeguards, including access controls, secure methods of communication and back-up and recovery systems to protect information from misuse and loss, unauthorised access, modification and disclosure.

Generally, there is an intention that information is destroyed or permanently de-identified when it is no longer required, but this can only be done in accordance with processes approved by the State Archivist under the *Archives Act 1983*.

July 2016