



# Privacy Policy

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The Sydney Harbour Federation Trust ('Harbour Trust') Board and Executive are bound by the *Privacy Act 1988* (Cth) (**Privacy Act**), including the Australian Privacy Principles (**APPs**).

The APPs are designed to protect the privacy of individuals by regulating the way personal information is collected, used, disclosed and managed.

The Harbour Trust will achieve this through applying the following APP principles:

## **Principle 1 - open and transparent management of personal information**

When dealing with inquiries or complaints, the Harbour Trust will manage all personal information in an open and transparent way, to ensure compliance with the Privacy Act and APP. A copy of the Harbour Trust Privacy Policy and Procedures are available via its website for viewing.

## **Principle 2 - anonymity and pseudonymity**

The Harbour Trust will respect the right of individuals to anonymity and pseudonymity, unless required by law to do otherwise.

## **Principle 3 - collection of solicited personal information**

The Harbour Trust will only collect personal information, including sensitive information, when reasonably necessary for the Harbour Trust to perform its required functions and activities.

## **Principle 4 - dealing with unsolicited personal information**

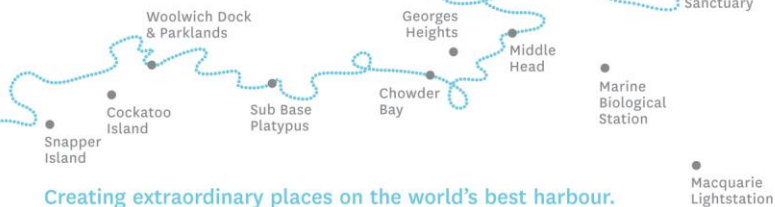
In the event the Harbour Trust receives unsolicited personal information, the Harbour Trust will, within a reasonable period, determine whether or not the information is in the Commonwealth record or collectable in accordance with Principle 3. If not, the information will be destroyed or deidentified as soon as practically possible, if it is lawful and reasonable to do so.

## **Principle 5 - notification of the collection of personal information**

The Harbour Trust will advise you either prior to, or as soon as practicable that the Harbour Trust has collected your personal information and the purposes for doing so.

## **Principle 6 - use or disclosure of personal information**

The Harbour Trust will not share personal information with other parties unless required by law, authorised by the individual to whom the personal information relates, or it is reasonable to expect the information to be shared for the purposes it was disclosed.



### **Principle 7 - direct marketing**

The Harbour Trust will not engage in direct marketing with you, unless consent is provided or it is reasonable to expect the Harbour Trust to engage with you. The Harbour Trust will also provide you a mechanism to not receive further communications.

### **Principle 8 - cross-border disclosure of personal information**

The Harbour Trust will not disclose your personal information to any overseas recipient without your permission, unless required by law.

### **Principle 9 - adoption, use or disclosure of government related identifiers**

The Harbour Trust will not disclose your government identifiers, unless you have given permission to do so or disclosure is required by law.

### **Principle 10 - quality of personal information**

The Harbour Trust will take all reasonable steps to ensure that personal information collected and stored is accurate, up to date and complete.

### **Principle 11 - security of personal information**

The Harbour Trust will take reasonable steps to protect your personal information from misuse, interference, loss, unauthorised access, modification or disclosure. Any personal information held and no longer required, will be destroyed or deidentified as required by law.

### **Principle 12 - access to personal information**

The Harbour Trust will provide access, free of charge, to an individual's own personal information held, unless exempt under the *Freedom of Information Act 1982* or other Act of the Commonwealth.

### **Principle 13 - correction of personal information**

The Harbour Trust will take reasonable steps in amending personal information, to ensure it is accurate, up to date, relevant and not misleading.

Further details of how the Harbour Trust applies these principles and meets its privacy obligations are contained in the Harbour Trust Privacy Procedures. A copy of the Privacy Procedures can be found via our website.



Janet Carding  
**Executive Director**  
Date: 19 April 2023



Joseph Carrozzi AM  
**Chair**  
Date: 19 April 2023