

Privacy Policy

Target Audience	All Employees
Jurisdiction	Department of Health, including Top End and Central Australia Health Services
Document Owner	Manager Information and Privacy DoH

The attributes in the above table will be auto-filled from the PGC System. Do not update in this document.

Policy Statement

The Northern Territory Government has established a privacy regime for the Northern Territory public sector under the *Information Act*. The Act establishes ten Information Privacy Principles (IPPs) that impose specific obligations on all NT Government agencies concerning the collection, use, storage and other handling of personal information.

Personal information includes personal details of an individual and any other information that directly or indirectly identifies a person who is alive or who has been alive within the last five years. All personal information collected in the provision of a health service is considered to be 'health information' or 'sensitive information' under the IPPs.

1. The Department of Health (DoH) is committed to safeguarding the privacy of the personal information that it collects and handles and has implemented measures to comply with its obligations under the IPPs.
2. The DoH collects and handles a range of personal information about clients and staff for the purposes of providing services or carrying out its functions. The DoH also uses some of this information for planning, funding, monitoring, and evaluating its services and functions. Where practicable, when using information for these purposes, identifying details such as name and address are removed. Personal information is not included in reports or publications that are released to the public, except with the consent of the person concerned or where this is authorised by law.
3. In accordance with its responsibilities, the services and functions the DoH provides relate primarily to the areas of health, and the protection of public health and safety. The main services provided include aged and disability, alcohol and other drugs, environmental health, mental health, primary and community health, public health and public hospital services.
4. The DoH recognises that the nature of these services means that much of the information handled is particularly sensitive and acknowledges the right of individuals to have their information handled in ways that they would reasonably expect and that respect their privacy.
5. The DoH recognises that it provides services to a culturally diverse community and makes every effort to ensure that information is handled in culturally sensitive and appropriate ways.
6. Subject to the exceptions stated in the IPPs, the DoH will:
 - collect only that information which is needed for a particular purpose ('the primary purpose');
 - collect sensitive information (which includes health information) directly from the person concerned, wherever possible, and with their consent;
 - take reasonable steps to let the person concerned know why information about them collected and how the DoH will handle it;
 - use and disclose sensitive information only for the purpose, or for another purpose (a 'secondary purpose') which is directly related to the primary purpose and one which the person would reasonably expect;

- otherwise use and disclose sensitive information with the person’s consent (except where it is an emergency and the information is needed to lessen or prevent serious harm, or its use or disclosure is authorised by law);
- take all reasonable steps to ensure the information it collects is stored securely, protecting it from unauthorised access, modification or disclosure;
- take reasonable measures to ensure the information it collects is accurate, complete and up-to-date;
- provide the person concerned with access to information held about them, and to seek its correction where the person considers the information is inaccurate, incomplete or out-of-date.

Document Quality Assurance

	Method	Responsibility
Implementation	Through record management processes	All staff
Review	Reviewed every 2 years by Manager Information and Privacy DoH	Manager, Information and Privacy
Evaluation	Through internal audit	Director Risk and Assurance Services

Key Associated Documents

Key Legislation, By-Laws, Standards, Delegations, Aligned & Supporting Documents	<i>Information Act</i>
References	Nil