

Privacy

North Sydney Council provides services to Wendy's Secret Garden Incorporated in the processing of donations to their registered charity The Trustee for Wendy Whiteley Secret Garden.

We are committed to protecting personal information and will only collect personal information for a lawful purpose which directly relates to our primary function as a local government authority and for obtaining feedback about notified proposals or services.

Council's privacy practices are regulated by the [Privacy and Personal Information Protection Act 1998](#) (PIPP Act) and our [Privacy Management Plan \(794KB\)](#).

Personal information means information or an opinion about an individual whose identify is apparent or can reasonably be ascertained. Examples of personal information include:

- a written record which may include your name, address, phone number, email address
- electronic records, photographs, images, video or audio recordings.

The PPIP Act details the information excluded from the definition of personal information.

Collection of information

Council will not collect or monitor any personal information about you without your consent unless it is required by law. You may provide Council with information directly, such as through subscribing to user lists or identifying yourself when using particular pages. The amount of information we collect about you depends on how you use our website. The only personal information we collect is what you tell us about yourself.

Using and Disclosing your Personal Information

Council will not disclose your personal information unless the disclosure is authorised by the PIPP Act and regulations.

The Government Information (Public Access) Act 2009 (GIPA Act) confers on the public the right to access information held by a government agency, including electronic format. If information is sought by a third party under the GIPA Act that affects your research, business, commercial, professional or financial interests or your personal information, Council will take reasonable steps to seek your before asking any decision about releasing the information.

Storage and Security of your Personal Information

Council will retain the information you have provided for a period that is appropriate for the purpose for which it is provided. Your information will be archived and disposed of in accordance legislative requirements and guidelines based on the State Records Act 1998. Council will endeavour to take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format.

Right of access to your Personal Information

Under the PPIP Act you have the right to access your personal information held by Council without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances (e.g. if it is incorrect).