



WENTWORTH PARK
SPORTING COMPLEX
LAND MANAGER

PRIVACY MANAGEMENT PLAN

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Wentworth Park Sporting Complex Land Manager, cognisant of its obligations under the *Privacy and Personal Information Protection Act 1998* (the Act), has adopted a Privacy management Plan.

POLICIES AND PRACTICES

- 1 The Land Manager, its employees and agents will not provide information relating to an identified person excepting in circumstances which are included under the Act.
- 2 The Land Manager will ensure that its employees and agents are aware of the Land Manager's obligations under the Act and that privacy policy is adhered to.
- 3 The Land Manager will maintain confidentiality of personal information and ensure access to such information is restricted.
- 4 The Land Manager will review the effectiveness of the policy annually in staff performance review meetings. The policy will be amended on an 'as needs' basis following reviews.

STAFF EDUCATION

- 1 Staff will be provided with a 'plain English' summary of their obligations under the Act.
- 3 Staff will meet with management to discuss the issues and to ensure comprehension of the requirements.
- 4 The issue will be discussed on an individual basis at annual staff performance review interviews.

INTERNAL REVIEW

- 1 The Land Manager GM will provide a review report to the Land Manager Administrator/Board on an annual basis or as requested.

REPORTING

- 1 The Land Manager Annual Report will include details of actions taken to comply with the *Privacy and Personal Information Act 1998* (Part 3).
- 2 The Land Manager Annual Report will provide statistical details of any review conducted under Part 5 of the Act.