



## WEBSITE PRIVACY POLICY

**In accordance with current legislation, Northern Territory Treasury provides the following Privacy Policy. We encourage you to read this, to ensure that you are aware of how we protect the personal information you provide to us.**

### INTRODUCTION

The Northern Territory Government introduced the *Information Act*, effective from 1 July 2003. The Act is based on ten Information Privacy Principles (IPPs) which are available at [www.infocomm.nt.gov.au](http://www.infocomm.nt.gov.au).

The *Information Act* imposes obligations on Northern Territory public sector agencies to respect the privacy rights of the public by placing limits on the collection, use and disclosure of personal information and giving the right to access and correct personal information.

Northern Territory Treasury is strongly committed to protecting your privacy while collecting and handling your personal information by complying with the IPPs.

### WHAT IS PERSONAL INFORMATION?

Personal information is government information that is recorded in any way or form, whether true or not, from which your identity is apparent or can be reasonably ascertained.

### COLLECTING YOUR PERSONAL INFORMATION

Northern Territory Treasury collects and holds a variety of personal information about individuals who are either currently engaged or seeking to be engaged by Northern Territory Treasury for a specific purpose.

Personal information may be collected for the purposes of:

- providing you with relevant information or services;
- managing and administering agency services;
- managing an ongoing agency/client relationship with you.

### Consequences of not providing personal information

If you do not provide your personal information for the purposes described, we may not be able to accurately provide the information or perform the service required.

Personal information collected by Northern Territory Treasury often is limited to e-mail address, but may include other information when needed to provide relevant information or a service.



## How we treat email

When you email us:

- we will record your email address;
- we will only use your email address for the purpose for which you provided it;
- we will not add your email address to a mailing list unless you have requested this;
- we will not use your email address for any other purpose than intended; and
- we will not disclose it without your consent.

## Cookies and Statistics

Cookies are pieces of information that a website can transfer to an individual's computer hard drive for record keeping. If you visit a site that uses cookie technology and make a decision, then the site you visited will remember that decision and any decisions you made previously.

Northern Territory Treasury does not use cookie technology to collect information.

When you look at pages on our website, our system automatically records certain information about your computer hardware and software. This information may include:

- your IP (Internet Protocol) address;
- your top level domain name (eg: .com, .net, .gov, .au etc.);
- the date and time of your visit;
- the address of your server;
- the type of browser and operating system you have used;
- the pages accessed on our Northern Territory Government sites.

This information is used for the operation and maintenance of our services, and to provide general statistics.

We will not attempt to identify you or your browsing activities, except in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect the internet web server logs.

## USING AND DISCLOSING YOUR PERSONAL INFORMATION

Where your personal information is disclosed for the purposes outlined in this brochure, we will seek to ensure that the information is collected, held, used or disclosed consistently with the IPPs in the Territory's *Information Act*.

Relevant groups or organisations to whom we may disclose or who may collect your personal information are:

- other Northern Territory or Commonwealth government agencies;
- the Information Commissioner for the purposes of obtaining clarification or advice;
- outsourced service providers for the performance of their services;
- nominated referees of job applicants and tenderers; and
- an organisation where a law requires such disclosure.

Outsourced service providers engaged by Northern Territory Treasury are required to comply with the requirements of the *Information Act*.

## GAINING ACCESS TO AND CORRECTION OF YOUR PERSONAL INFORMATION

You may request access to your personal information held by Northern Territory Treasury, subject to exemptions under the legislation. We will not make information available unless we can confirm your identity or the identity of another party who has the right to access your personal information. If we decline your request for personal information, we will provide you with reasons for the decision.

You may request to have your personal information corrected if you establish that your personal information is inaccurate, incomplete or out of date. We will take all reasonable steps to comply with your request.

If you wish to access or have your personal information corrected, you must lodge the respective application form available on our website or by contacting our office.

If at any time you are dissatisfied with the outcome of the decision, you are entitled to apply for a review.

## **PRIVACY**

We provide a secure environment and reliable systems to ensure the protection of your personal information as follows:

- only authorised staff who are employed under our security arrangements have access to your personal details;
- our administration systems use secure hardware and software products which protect against unauthorised access;
- hard copies of your personal information are protected in our secure records management system; and
- our website uses industry standard security protocols to protect the personal information you disclose when using our online facilities.

## **COMPLAINTS ABOUT PRIVACY**

If you believe that we have not protected your personal information as set out in this privacy policy you may lodge a complaint with us by lodging the respective form available on our website or by contacting our office.

## **CHANGES TO THIS PRIVACY POLICY**

If we decide to change this Privacy Policy as a result of new developments or issues that may arise, we will modify this policy document accordingly and post the new version on our website.

## **QUESTIONS OR CONCERNS**

For any other information about our privacy policy or our web site in general, please contact our office.

## **CONTACT DETAILS**

Telephone: (08) 899 97605

Facsimile: (08) 899 97150

Email: [nttreasury@nt.gov.au](mailto:nttreasury@nt.gov.au)

Website: [www.nt.gov.au/nt/](http://www.nt.gov.au/nt/)

Write to: Information Officer  
Northern Territory Treasury  
GPO BOX 1974  
DARWIN NT 0801

**The Northern Territory Treasury Privacy Policy outlines our commitment to protecting your privacy.**