



# HIGH COURT of AUSTRALIA

## AUSTRALIAN PRIVACY PRINCIPLES ('APP')

### PRIVACY POLICY

This policy describes how the administration of the High Court of Australia ('HCA') manages personal information. Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

This Policy applies to acts done or practices engaged in by staff of the HCA in respect of matters of an administrative nature. The Policy has no application to information collected or held in the exercise of the judicial function of the Court.

#### **Collection, Use, Storage and Disposal**

1. The kinds of personal information included in the scope of this Policy (hereinafter described as 'personal information') are listed in the Schedule hereto.
2. Personal information is collected only for the purpose of enabling the Court to administer its own affairs (see sections 17 and 19 of the *High Court of Australia Act 1979*).
3. Personal information is collected by the HCA directly from each individual, except where:
  - a. the individual consents to collection from someone other than the individual; or
  - b. the HCA is required or authorised by or under an Australian law, or a court/tribunal order, to collect the information from someone other than the individual; or
  - c. CCTV footage is recorded.
4. Personal information is:
  - a. stored in HCA premises, in systems maintained by the HCA, or in systems maintained by others under contracts providing for appropriate levels of security of the information;
  - b. held for as long as is required for record keeping purposes;
  - c. disposed of in a secure manner, or deleted in accordance with the HCA's Records Authority, when no longer required.
5. The HCA will take reasonable steps to ensure that personal information is:
  - a. accurate, up to date and complete; and
  - b. protected.
6. Personal information will be used by the HCA for the purpose for which it was collected, except where:
  - a. the individual consents to disclosure for another purpose; or
  - b. the individual would reasonably expect the HCA to disclose the information for another purpose; or

- c. the use or disclosure is:
  - i. required or authorised by or under an Australian law or a court/tribunal order; or
  - ii. requested by a law enforcement organisation.
- 7. Personal information will be disclosed overseas only if the individual consents – such as where an employee requests the HCA to provide an employment record to a future employer overseas.
- 8. The HCA will not use or disclose a government related identifier of an individual unless as provided in Australian Privacy Principle 9.

### **Access to Personal Information**

- 9. An individual may contact the HCA's Privacy Officer to request access to personal information held by the HCA and/or to seek correction of public information held by the HCA.

### **Complaints**

- 10. An individual may lodge a written complaint with the HCA's Privacy Officer if he or she believes that the HCA has breached the Australian Privacy Principles.
- 11. The HCA's Privacy Officer will assess, and if warranted investigate, the complaint and provide a written response.

### **Contact**

The HCA's Privacy Officer may be contacted at:

Ben Wickham  
p. 02 6260 6893  
e. bwickham@hcourt.gov.au

High Court of Australia  
PO Box 6309  
Kingston ACT 2604

Approved by the Chief Executive and Principal Registrar  
12 March 2014

To be reviewed: 1 July 2015.

**SCHEDULE TO THE PRIVACY POLICY OF THE HIGH COURT OF AUSTRALIA**

**REGISTER OF PERSONAL INFORMATION COLLECTED AND STORED BY THE ADMINISTRATION OF THE HIGH COURT OF AUSTRALIA THROUGH ACTS DONE OR PRACTICES ENGAGED IN IN RESPECT OF MATTERS OF AN ADMINISTRATIVE NATURE**

<b><i>Class of Personal Information Record</i></b>	<b><i>Types of Personal Information Records</i></b>	<b><i>Personal Information Collected</i></b>
Personnel Records	Personnel files Compensation and rehabilitation files Disciplinary files	Names Addresses Signatures Tax file numbers Bank account details Contact details Marital status Gender Date of birth & age Employment history National Police Certificate Salary/allowances/salary packaging Leave records Superannuation membership details Qualifications Compensation records Medical and associated reports Medical practitioner information

		Grievance reports Discipline reports Next of kin details Car registration and make/model/colour Copies of Driver's licences
Recruitment Records	Applications Interview and referee reports Temporary employment register	Names Addresses Contact details Employment history Qualifications Referee details
Security Records	Security vetting files	Names Addresses and history Contact details Date of birth Referees Employment history Financial information Security assessments Travel history
Financial Transactions and Accounting Records	Practitioner room bookings Supplier details Debtor details Movement requisitions	Names Addresses Signatures Bank account details contact details ABN

		Payment and receipt details Travel dates
Contractor Records	Contract Induction form Daily attendance register	Names Addresses Signatures Bank account details contact details ABN
Corporate Credit Card	Application records	Name Date of birth
Telecommunication Records	New account applications Telecommunication accounts	Names Addresses Phone numbers Usage history records
Fleet Management Records	Car leases	Names Addresses Vehicle registration details
Business Continuity Records	Phone contact list	Names Contact numbers
Visitor Group Booking Records	Booking details	Names Contact details
Personal Image Records	CCTV recording of Court premises Internal phone book	Personal images
Security Access Records	Building access control log	Names Access card number

		Time, date & location records
Computer Services Records	Computer services logs	Names Time & date records Email addresses & attachments URL addresses Files created and/or accessed
Electronic Subscription Records	Alert subscription database	Names Email addresses Organisations
Library Records	Inter library loan records	Names Addresses Contact details Organisations