



# 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 (see below).
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 and compliance with the *Privacy Act 1988* (Cth);
  - 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. In the High Court Building and Precinct, Closed Circuit Television (CCTV) is installed as a security measure and records images of people. Signs warn building users of CCTV use. CCTV may contain personal information if the identity of any person is apparent or can reasonably be ascertained.

Office of the Australian Information Commissioner.

## Contact

The HCA's Privacy Officer may be contacted at:

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Approved by the Chief Executive and Principal  
Registrar 24 July 2025  
Richard Glenn

To be reviewed: 24 July 2026

		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

		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

WHS/RISK Register4