

Privacy Statement – Muswellbrook Shire Council Australia Day Awards

This statement sets out how Muswellbrook Shire Council (Council) complies with the *Privacy and Personal Information Protection Act 1998* (NSW) (PPIP Act) when requesting, collecting and managing personal information required to administer the Muswellbrook Shire Council Australia Day Awards (Awards).

The Awards

Nominations and recommendations for awards are made by members of the public, or organisations for individuals to be recognised within the Awards. These nominations and recommendations are received by the Council and contain personal information about those individuals.

The Council is responsible for researching and verifying the information by contacting referees supplied, or identified by the Council, and other external agencies or organisations. The recommendations are presented to the selection panel consisting of the Mayor, the General Manager and other community representatives as the Mayor determines.

The integrity of the Awards relies on the principle of confidentiality and the Council requires personal information that is reasonably necessary to identify individuals to ensure awards are appropriately considered and awarded.

Personal information collected for the Awards

The Council collects personal information to administer the Awards. The personal information collected may also be used to contact persons in relation to events hosted by the Council in connection with the award received.

The nature of the personal information collected may include, but is not limited to: names, date and place of birth, contact details (including telephone, email and residential or postal address), biographical information, and referee reports.

How does the Council collect personal information?

The Council collects personal information through:

- nominations for awards;
- comments and information from referees and nominators, by phone or in writing;
- independent research of open source information including social media;
- Information provided by awards recipients or others on their behalf.

Personal information about the nominee and some referees is collected without their

knowledge. If the nominee is not recommended for an award, or a referee is not approached for comment, they will not be advised that their information has been collected. If the nominee is recommended for an award, they will not be advised of all the information that has been collected, such as referee reports, however their permission will be sought regarding what information is published and provided to other agencies for announcement, presentation or other purposes.

We may collect personal information from nominators and referees in a variety of ways including by phone, in writing or email.

What happens if you don't give us your personal information?

When you are making a general enquiry regarding awards administered by the Council, generally, you have the option of dealing with the Council anonymously or using a pseudonym.

However, to maintain the integrity of the Awards we need to positively identify nominees and referees. If a nominee or referee choose not to provide the Council with their personal information, then the Council may not be able to administer the particular award/s.

How does the Council use and disclose personal information?

Council uses and discloses personal information for the purposes of administering the Awards and related activities.

Council may disclose the personal information of Award winners including their name, likeness, image and/or voice (including photograph, film and/or recording of same) in any media for an unlimited period without remuneration for the purpose of carrying out the Awards, promoting the Awards (including any outcome), and generally, promotion, marketing publicity or research.

If an award winner would prefer that the Council does not use or disclose their personal information in the way outlined in this statement and/or retain their personal information for the purposes described herein, please contact Council's Privacy Officer:

Attention: Privacy Officer
Muswellbrook Shire Council
Campbell's Corner, 60-82 Bridge Street, Muswellbrook, NSW, 2333
Phone: 02 6549 3700
Email: council@muswellbrook.nsw.gov.au

Further information

The Council's main Privacy Statement contains further information on its processes in relation to access to and correction of personal information, complaints and how the Council will deal with such a complaint. The Council's Privacy Statement is available at:

<https://www.muswellbrook.nsw.gov.au/privacy-statement/>