DISCLOSURE OF PERSONAL INFORMATION POLICY

Human Resources
YASC POL 16 – V7

2026

YARRABAH ABORIGINAL SHIRE COUNCIL
56 Sawmill Rd Yarrabah, QLD 4871

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1. LEGISLATION AND AUTHORITY

The Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Industrial Relations Act 2016(Qld)
Privacy Act 1988 (Cth)
Australian Privacy Principles (APP)
Information Privacy Act 2009 (Qld)
YASC Code of Conduct POL 01

2. COUNCIL'S STATEMENT

Yarrabah Aboriginal Shire Council *('YASC')* conducts its business with integrity, honesty and fairness. All employees are expected to work within the rules and actions of YASC will comply with all relevant laws, regulations, codes and corporate standards.

Everyone representing YASC must reflect the highest standards of behaviour. Our relationships are critical to the ongoing success of our organisation. Our leaders have responsibility for fostering a culture where ethical conduct is recognised, valued and applied at all levels.

This policy is to be read in conjunction with the Code of Conduct, which outlines our standards of behaviour and workplace culture are in accordance with YASC's principles.

3. PURPOSE

YASC understands that personal information can be used to identify a person and should only be used by YASC in limited circumstances. Personal information concerning employees is confidential and YASC will only use it for purposes for which the information is relevant. This Policy outlines the circumstances surrounding the disclosure of personal information.

4. COMMENCEMENT OF POLICY

This Policy replaces all other disclosure of personal information policies of YASC (whether written or not).

5. APPLICATION OF THE POLICY

This Policy applies to employees and prospective employees of YASC. This Policy does not form part of any employee's contract of employment.

6. WHAT IS PERSONAL INFORMATION?

Personal information is any information that can be used to identify a person (where that person's identity is apparent from, or can be reasonably ascertained from the information). This includes any personal information or opinions about the person, whether true or not, no matter how the information or opinions are recorded.

Relevant legislation in Queensland governs the collection, use and access to personal information.

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7. PROSPECTIVE EMPLOYEES/JOB APPLICANTS

Information Collected

YASC collects personal information from job applicants and candidates in the recruitment process. A failure by an applicant to provide any lawfully requested information may result in the processing of the application being delayed or may result in the application being unsuccessful. Any information that is provided by a job applicant which is later found to be false, may result in the person's application being unsuccessful. If the person is employed, it may result in the termination of that person's employment.

Unsuccessful applications

If a job applicant applies for a job and their application is unsuccessful but they would like YASC to hold on to their application to consider them for other positions which may arise from time to time, the applicant should provide their written consent to YASC to do so.

Access to and correction of personal information

Subject to any agreed or lawful exceptions, a job applicant has a right to:

- access and copy their personal information which is held by YASC; and
- request that any incorrect information held by YASC about the applicant be corrected.

Security of Personal Information

YASC will take reasonable steps to keep a job applicant's personal information secure.

Complaints

If a job applicant has a complaint about YASC's privacy practices it should contact the Director – People and Communities.

8. EMPLOYEES

Access of certain records by employees

An employee may access certain statutory employment records of YASC including:

- the name of the industrial instrument or instrument under which the employment is regulated. For example, the name of the relevant award or agreement;
- the employee's time and wages records;
- records of the employee's leave;
- records of superannuation contributions made on behalf of the employee; and
- workers' compensation records relevant to the employee.

YASC will provide an employee with a copy of these records within 5 days of the request being made. These records will be made available to the employee at either the premises where the employee works or at other mutually agreed premises.

An employee will not be provided with access to the records of any other employee.

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Maintenance of records

YASC is required to keep employee records for seven years from the date on which an entry is made or from termination of an employee's employment, depending on which happens first.

In the case of other records such as tax records, YASC must maintain those records for a continuous period of seven years from the date the entry is made.

Non-disclosure

Employees of YASC are not permitted to disclose confidential or personal information which is collected by YASC about its suppliers, customers, agents or contractors. If an employee is not sure whether information is confidential or personal, they must check with YASC's Privacy Officer (Director – People and Communities) or their immediate manager.

Confidential and personal information is information that is not in the public domain. It includes, but is not limited to, the following types of information:

- any personal information about an individual which has been collected by YASC;
- any information about a supplier, customer, agent or contractor of YASC;
- any personal information about an employee or colleague (including a prospective or former employee); and
- any information about YASC's business affairs or business systems.

9. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

10. DOCUMENT CONTROL

Adoption Date:	15 December 2015	Resolution No.	Version No. 1
Amended Date:	30 January 2020	Resolution No. 03:30/01/2020	Version No. 2
Amended Date:	17 February 2021	Resolution No. 05:17/02/2021	Version No. 3
Amended Date:	18 May 2022	Resolution No. 09:18/05/2022	Version No. 4
Amended Date:	29 June 2023	Resolution No. 11:29/06/2023	Version No. 5
Reviewed Date:	26 July 2024	Resolution No. 12:26/07/2024	Version No. 6
Reviewed Date:	19 August 2026	Resolution No. 28:19/08/2026	Version NO. 7
Next Review Date:	2027		
Responsible Officer:	Chief Executive Officer (CEO)		

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Richard Wright
Chief Executive Officer

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