



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.

6. The HCA will take reasonable steps to ensure that personal information is:
 - a. accurate, up to date and complete; and
 - b. protected.
7. 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. in the case of personal information other than sensitive information - the individual would reasonably expect the HCA to disclose the information for a related purpose or, in the case of sensitive information, for a directly related 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.
8. Personal information will be disclosed overseas only if:
 - a. the HCA is satisfied the other country has a privacy protection regime equal to Australia's; or
 - b. the individual is advised that the HCA has not looked into the privacy status of the country, and the individual expressly consents to the disclosure anyway (such as where an employee requests the HCA to provide an employment record to a future employer overseas).
9. You can propose to deal with the HCA anonymously or pseudonymously (using a fictitious name) however, because of the nature of its activities, the HCA may find that it is not practicable to deal with you successfully on that basis.
10. 'Unsolicited personal information' is personal information provided by an individual where the HCA took no active steps to collect the information (i.e. it wasn't sought or wanted). If the HCA receives unsolicited personal information from an individual, it will be assessed and dealt with in accordance with the requirements of the Privacy Act 1988, which may include deleting the information.

Access to Personal Information

11. An individual may contact the HCA's Privacy Officer to request access to personal information held by the HCA about them and/or to seek correction of their personal information held by the HCA.

Complaints

12. 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.
13. Any written complaint will be acknowledged by email or letter promptly (and in any event within 7 days of the complaint being lodged). The HCA's Privacy Officer will assess the complaint and provide a written response within 30 days or such longer period as may be agreed.
14. If a complainant is not satisfied with the way in which their complaint has been handled or if they have not received a response within the 30 days or longer period as agreed, the complainant may then take their privacy complaint to the

Office of the Australian Information Commissioner.

Contact

The HCA's Privacy Officer may be contacted at:

Ben Wickham
p. 02 6270 6893
e. ben.wickham@hcourt.gov.au

High Court of Australia
PO Box 6309
Kingston ACT 2604



Approved by the Chief Executive and Principal Registrar
28 July 2023

To be reviewed: 28 July 2024

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

<i>Class of Personal Information Record</i>	<i>Types of Personal Information Records</i>	<i>Personal Information Collected</i>
Personnel Records	Personnel files Compensation and rehabilitation files Disciplinary files DONESAFE incident reports	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

WHS/RISK Register4