June 2021 2

Councils should not collect information that is inaccurate, or, having regard to the purpose of the collection, is irrelevant, out of date, incomplete or excessively personal.

Storage of personal information

June 2021 3

31 October 2013, is available on the State Records of South Australia website at <a href="http://www.archives.sa.gov.au/content/privacy-guidelines-infosheets">http://www.archives.sa.gov.au/content/privacy-guidelines-infosheets</a>

Responsibilities in relation to committees, employees and contracted service providers of a council

## Committees

Committees that are appointed by a council are required to comply with the Information Privacy Principles Instruction. For the purposes of the Information Privacy Principles Instruction, anything done by a committee appointed by a council is deemed to have been done by the council. Disclosure of personal information to a committee member for the purposes of the activities of the committee is not considered to be disclosure outside of the council.

## **Employees**

For the purposes of the Information Privacy Principtes Instruction, anything done by a person employed by a council in the performance of his or her duties is deemed to have been done by the council. Disclosure of personal information to a person employed by the council, in the performance of their duties, is not considered to be disclosure outside of the council.

June 2021 4