



PUBLIC PRIVACY STATEMENT

Goulburn Valley Regional Library Corporation recognizes the importance of protecting the personal information that it holds about you. When collecting and managing your personal information the Library will abide by the ten Information Privacy Principles contained in the Victorian Information Privacy Act 2000.

Principle 1 – Collection

The Library only collects your personal information from you when reasonable and when it is necessary for its functions and activities. The Library will collect your personal information in a fair and reasonable manner and will tell you who we are, how to contact us and the reason for collecting the information.

Principle 2 – Use and Disclosure

The Library will not use or disclose personal information about you unless you have consented to the use or disclosure or except in exceptional circumstances where authorized by law.

Principle 3 – Data Quality

The Library will take reasonable steps to make sure that the personal information it collects, uses or discloses about you is accurate, complete and up to date.

Principle 4 – Data Security

The Library will take reasonable steps to protect your personal information from misuse and loss and from unauthorized access, modification or disclosure. The Library will take reasonable steps to destroy or permanently de-identify your personal information when it is no longer needed.

Principle 5 – Openness

The Library privacy policy is available to anyone. On request The Library will take reasonable steps to let you know what sort of personal information it holds, for what purposes and how it collects, holds, uses and discloses that information.

Principle 6 – Access and Correction

The Library will provide access to the personal information it holds about you except in occasional circumstances as contained within the Information Privacy Act. If the Library holds personal information that you believe is not accurate, reasonable steps will be taken to correct the information.

Principle 7 - Unique Identifiers

The Library will only assign unique identifiers to you, or ask you to provide a unique identifier, when this is necessary to enable the Library to carry out its functions efficiently.

Principle 8 – Anonymity

Whenever it is lawful and practicable, you can have the option of not identifying yourself when entering a transaction with the Library.

Principle 9 – Transborder Data Flows

The Library will not transfer your personal information outside Victoria.

Principle 10 – Sensitive Information

The Library will only collect sensitive information about you with your consent or where the collection is required for legal reasons.