



New South Wales Government
Independent Planning Commission

PRIVACY STATEMENT

This Privacy Statement explains the way we obtain and use your personal information. This Statement covers all members of the public that submit information to us, applicants and proponents, as well as anyone else that engages with us.

This Statement has been prepared in accordance with the Department of Planning, Industry and Environment's *Privacy Management Plan (2017)*.

WE'RE DEDICATED TO PROTECTING YOUR PRIVACY

When you deal with us, your personal information is protected under the *Privacy and Personal Information Protection Act (1998)*.

WHAT'S PERSONAL INFORMATION?

It's information that identifies you personally. It includes any information and/or opinions made about you. Examples are your name, address, phone number and email, along with any other ways to determine your identity.

WHAT'S NOT PERSONAL?

Information isn't personal information if it:

- Can already be found in a publicly available publication
- Is in a public register
- Is about someone who's been deceased for over 30 years
- Relates to certain law enforcement and/or investigation activities
- Is found in Government Cabinet documents
- Can be disclosed under another piece of legislation

HOW WE COLLECT YOUR PERSONAL INFORMATION

We'll only collect personal information that's directly related to our work and reasonably necessary to it, for a lawful purpose.

We may collect personal information when a group or individual makes a submission, or comments on planning matters as part of:

- A written submission and/or representation
Made directly to us about the subject of public meetings or hearings
- Verbal representations
Made at our public meetings or hearings, including audio recordings as required by Schedule 2 item 25(3) of the Environmental Planning and Assessment Act (1979)

We also receive personal information in submissions made to the Department of Planning and Environment.

HOW WE USE AND DISCLOSE YOUR PERSONAL INFORMATION

All documents given to us may be uploaded to our website without redactions.

In respect of submissions made to the Commission, we may publish any personal information you have included in any submission to the Commission. Please do not include any personal information in your submission that you do not want to be published. If you are making a submission through the Commission's "*Have Your Say*" portal, you may elect to have personal information withheld (except from any documents you upload).

In respect of any other document provided to the Commission that is not a submission, if you request your personal information be withheld we may elect to redact that information before uploading it to our website.

We may also be asked to give information to another party under a *Government Information (Public Access) Act (2009)* request, or a subpoena as part of a legal proceeding. Before providing your information to someone else, we may contact you to seek permission if we are legally required to do so. If we are not legally required to seek your permission to give personal information to another party we may not do so.

Some ways we may use your submission and/or representation include:

- Informing consideration of a proposal or planning matter
- Publishing it in a report or on our website
- Providing it to relevant third parties such as the Minister for Planning, the Department or other public authorities

Some ways we may use your personal information include:

- Contacting you about an upcoming meeting or hearing
- Clarifying details mentioned in your representation or verbal presentation
- Providing information to relevant third parties so they can get in touch
- Circulating information on a meeting schedule, when registered to speak publicly
- Producing records for public meetings and hearings
- Seeking feedback about the work of the Commission

We understand the significance of privacy. As such, we only use your personal information for the reason it was collected.

YOU HAVE THE RIGHT TO ACCESS YOUR PERSONAL INFORMATION

Under the *Privacy and Personal Information Protection Act (1998)* you have the right to access and edit your own personal information if the information we hold about you is inaccurate. If you'd like to make a request for access or edit your personal information, get in touch via the details below.

BREACH OF PRIVACY

If you feel there's been a breach of privacy, you have the right to make a complaint to the Office of the Independent Planning Commission NSW, or the NSW Office of Privacy Commissioner at www.privacy.nsw.gov.au.

For more information

Office of the Independent Planning Commission NSW

Level 3, 201 Elizabeth Street
Sydney, NSW 2000

Phone (02) 9383 2100 | Fax (02) 9383 2133

Email: ipcn@ipcn.nsw.gov.au

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