

21 February 2022

Governance Village Member

Dear Sir/Madam

Local Government Privacy Champion Network

As Queensland's recently appointed Privacy Commissioner and the Office of the Information Commissioner's (IOC) designated Privacy Champion, I am writing to invite you to nominate a senior officer within your Council as the Privacy Champion.

OIC established Privacy Champion Networks across Queensland Government Departments and Hospital and Health Services in 2021 with a view to extending the network to the Local Government sector in 2022. Embedding a Privacy Champion within agencies can promote the value of personal information, strengthen privacy practices and provide leadership on privacy issues, including privacy and data security risks. OIC published its Privacy Champion Policy on its website (**copy attached**).

It is proposed that an initial meeting of nominated Local Government Privacy Champions will take place in late April 2022. This meeting will provide an opportunity to discuss topical issues, challenges and opportunities.

To assist with the planning of this initial meeting, I would be grateful if your agency could send contact details, including name and position, of nominated Privacy Champions to events@oic.qld.gov.au by **COB Friday 25 March 2022**.

Further details about this meeting including agenda and draft terms of reference will be circulated once nominations have been received. In the meantime, if you have any questions about this meeting or in relation to the Privacy Champion role, please do not hesitate to contact me.

I look forward to meeting with you and supporting Privacy Champions in your agency.

Yours sincerely



Paxton Booth
Privacy Commissioner



Office of the Information Commissioner
Queensland

Privacy Champion Policy

The Office of the Information Commissioner (OIC) is committed to building an effective information privacy culture. This involves promoting the OIC's values to improve information privacy practices and awareness and taking proactive steps to embed Privacy by Design into agency functions, systems and processes.

The OIC will implement a Privacy Champion Policy as part of its long-standing commitment to building an effective privacy culture. This policy is consistent with the Crime and Corruption Commission's *Operation Impala* recommendations.

What is a Privacy Champion?

A Privacy Champion is a senior official within an agency who is responsible for leadership activities and engagement that require broader strategic oversight. This designated officer should be sufficiently senior to have visibility over all aspects of an agency's operations and influence decision-making.

This policy sets out the role of the OIC and the OIC Privacy Champion in building an effective privacy culture.

The OIC will:

- have a designated Privacy Champion at all times
- designate an officer as a Privacy Champion by reference to a senior executive position or role. The Privacy Commissioner is the OIC's Privacy Champion unless specified otherwise.
- support agencies to embed a Privacy Champion within their agency, including:
 - promoting the adoption of a Privacy Champion
 - providing relevant resources on the OIC website, including publication of this policy and further information on the roles and responsibilities of a Privacy Champion
 - working with agencies to facilitate development of a Privacy Champion network

The OIC Privacy Champion will:

- promote a culture of respect for privacy within the OIC
- promote the value of personal information

- provide leadership within the OIC on broader strategic privacy issues
- take steps to enhance internal privacy capability, including by identifying appropriate privacy education or training in staff induction programs, and annually to all staff who have access to personal information
- incorporate Privacy by Design into executive decision-making processes that involve new or changed ways of handling personal information
- review and/or approve all OIC privacy related policies, guidelines and procedures; and
- provide regular updates to the OIC executive, including updates on privacy issues arising from the OIC's handling of personal information.