

Data Security

Legislation

The LSAC project operations team and contractors I-View and NCS Pearson will administer personal information in accordance with legislation and policy including:

- □ Privacy Act (1988)
- □ Health Insurance Act (1973)
- □ Crimes Act (1914)
- □ Commonwealth Protective Security Manual (2000) [PSM]
- □ Australian Communications – Electronic Security Instruction 33 [ACSI]
- □ National Health Act (1953).

LSAC materials (including the datasets) are data owned by the Australian Government Department of Family and Community Services and as such will be handled in accordance with Commonwealth legislative requirements.

LSAC and the Information Privacy Principles

Eleven Information Privacy Principles (IPPs) are specified under the Privacy Act. These are concerned with how one collects, accesses, stores, protects, uses and discloses personal information. All processes dealing with personal data in the *LSAC* project will be subject to these principles. A summary of the IPPs is presented in Table 2. I-View and NCS Pearson are also bound by the National Privacy Principles where the IPPs have no equivalent provisions.

Table 2 Summary of the IPPs

	Principle	Action
1	Collection of personal information	Personal information shall only be collected where it is for a lawful purpose directly related to a function of the collector. Information should be collected from the individual where it is reasonable and practical to do so.
2	Informed participation	Where personal information is collected, participants will be made aware of the purpose of the collection and to whom information may be passed.
3	Data integrity	The organisation will take reasonable steps to ensure that personal information is accurate, complete and up to date.
4	Data security	Reasonable steps will be adopted to ensure against loss, unauthorised access, use, alteration or disclosure of personal information. When personal information is no longer needed it shall be destroyed or have all personal identification removed. (The National Privacy Principles also state that government assigned identification cannot be used to identify individuals).
5	Accountability	The Privacy Commissioner will be provided with an annual statement regarding the types of personal information held by the organisation, the purpose for keeping it and the steps that should be taken by persons wishing to obtain access to that information.

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6	Access	Individuals shall be given access to their personal information after following strict protocols confirming the individual's identification.
7	Accuracy	Records shall be scrutinised to ensure accuracy. These records will be able to be amended by correction, deletion or addition.
8	Record usage	Prior to using a record containing personal information, data shall be checked for accuracy, currency and completeness.
9	Appropriateness of usage	Personal information will only be used for purposes for which the information is relevant. This information shall not be used for any other purpose than that for which it was collected.
10	Limits on use of personal information	Data shall not be used for any other purpose than that for which it was collected unless the individual concerned has consented or such use would lessen a serious and imminent threat to the life or health of the individual.
11	Limits on disclosure	Information shall not be disclosed to a person, body or agency other than the individual concerned unless the individual has consented, such disclosure would lessen a serious and imminent threat to the life or health of the individual, the data is required under law or is necessary for the enforcement of criminal law.

Within the framework of IPPs, the *LSAC* project team and contractors are obliged to:

- ensure that processes are in place to ensure any confidential/personal information is held in safe custody at all times;
- ensure that data are protected from all reasonably foreseeable loss, unauthorised access, use, modification, disclosure or other misuse;
- ensure that the identity of the respondents is not disclosed;
- ensure that all persons who have access to confidential information have executed a Deed of Confidentiality;
- cooperate with reasonable demands or inquiries made by the Privacy Commissioner;
- provide a policy on the management of personal information to requesting respondents.



Undertaking to Respondents

The explanatory brochure distributed to all participants of the survey gave the following undertaking with respect to their privacy and how the information would be used:

It is natural for you to be concerned about how your privacy will be protected when you are involved in the study. Some ways we will protect your privacy are:

- *Before any information is used, all of the details which could identify you or your child will be removed.*
- *Only group data will be reported, and we will not identify individual cases.*
- *Very strict procedures are in place to make sure only authorised persons have access to the data. All interviewers and researchers working on the data are required to sign a Deed of Confidentiality.*
- *The study has been approved by the Australian Institute of Family Studies Ethics Committee, and all interviewers and researchers involved must comply with the Privacy Act 1988.*

Further information on LSAC security obligations can be obtained by contacting the project operations team at AIFS.

