



# PERSONAL INFORMATION GENERAL COLLECTION NOTICE

(Privacy Statement)

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## Personal Information Collection Notice

Banana Shire Council recognises, respects and is committed to protecting the personal information of individuals.

Council only captures and retains the personal information of individuals where it is lawful and necessary to provide Council Services and for good governance or it is related to the functions of Council or Council is required by legislation to obtain such information.

Your personal information will only be used for the purpose for which it is collected and will only be given to another person or agency where you have been advised prior to or immediately after collection and have consented or Council is required or authorised by law to do so.

Only the necessary amount of personal information for any purpose is collected and no additional personal information is required.

If you provide us with any personal information about another person, you should ensure that you are authorised to do so.

You may access or preview the *Information Privacy Act 2009* and Regulations on the following web sites:

Queensland Parliamentary Counsel – [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)

Office of the Information Commissioner – [www.oic.qld.gov.au](http://www.oic.qld.gov.au)

Banana Shire Council – [www.banana.qld.gov.au](http://www.banana.qld.gov.au)

Council has a Privacy Policy which is available on Council's web site or by contacting a Banana Shire Council Administration Office.

You may access or preview your personal information held by Council, by submitting a written request, to the:

Chief Executive Officer  
Banana Shire Council  
PO Box 412  
BILOELA 4715

or

by email [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)