



## Privacy policy

The Queensland Sentencing Advisory Council values the privacy of every individual and is committed to protecting the information it collects and uses by complying with its obligations under the [Information Privacy Act 2009](#) (IP Act).

The IP Act regulates how Queensland government agencies collect and manage your personal information and Queensland Government agencies are required to comply with its eleven information privacy principles.

For more information, please visit the privacy page of the [Department of Justice and Attorney-General](#).

## Use and disclosure

Personal information provided by individuals to the Council or to the Council Secretariat will be used only for the purposes for which it was given to us and for related internal management purposes.

We do not share personal information about you with other government agencies, organisations or anyone else unless one of the following applies:

- you have consented
- you would expect us to, or we have told you that we will
- it is required or authorised by law
- it will prevent or mitigate a serious and imminent threat to somebody's life or health
- the disclosure is reasonably necessary for law enforcement or for the protection of public revenue.

## Submissions

The Council reviews sentencing issues at the request of the Attorney-General. Our usual practice is to seek submissions about these sentencing issues from organisations or members of the community, asking for views and opinions about the topic under review. All submissions responding to the consultation material will be considered in preparing a report for the Attorney-General.

At times, a formal 'call for submissions' will be posted on our website, which may include a submission form asking you to identify how you would like us to treat your submission. There are three classes of submission:

- **Public submissions**  
The Council may publish public submissions on the website and may refer to or quote from public submissions in any publication, including the name of the person or organisation that made the submission.
- **Anonymous submissions**  
The Council may publish anonymous submissions on the website and may refer to or quote from anonymous submissions, but will not name the source. Anonymous submissions may be redacted to remove identifying information prior to being published to the website.
- **Confidential submissions**  
The Council will neither refer to nor quote from confidential submissions. The Council may take confidential submissions into account but will not publish confidential submissions to the website or divulge their contents to any third party.

If you make a submission to the Council on any topic, you can indicate which category you would prefer your submission to be considered. In the absence of a clear indication that a submission is intended to be confidential, the Council will treat your submission as public.

## Stakeholder meeting notes

The Council is committed to maintaining open communication with stakeholders who may have an interest in a particular reference or project. During meetings, we will usually take written notes to capture important information. These notes are transcribed and held in our document management system, and are available to meeting participants on request. If anything from these meetings is used in a Council publication, our practice is to seek approval from those attending the meeting and reach agreement about whether comments made by participants at the meeting are attributed to them as representatives of their organisation, or as comments made at the meeting but without attributing these to individuals.

## Email correspondence

When we receive email correspondence from individuals or organisations, individual details (e.g. your name and email address) will be used only to respond to your correspondence. Your email address details will not be added to a mailing list unless you request, nor will we disclose these details to third parties without your consent, unless required by law.

## Public records

The Council is a public authority as defined in Schedule 2 of the [Public Records Act 2002](#).

Information provided to the Council may, depending on the content of the information involved, constitute a public record and can be retained as required under the Act.

There are legal requirements that determine how long public records must be kept. The Council complies with the General Retention and Disposal Schedule authorised under s26 of the Act for the disposal of common and administrative public records.

The Council securely stores documents within its electronic document and records management system with appropriate security classifications assigned to each document.

## Access to your information

The [Right to Information Act 2009](#) (RTI Act) and the IP Act give a right of access to information held by government agencies unless, on balance, it would be contrary to the public interest to release the information.

If you wish to make an application for access under the RTI Act or IP Act to information held by the Council, you can download the Right to Information and Information Privacy Access Application and submit your application via post, fax, email or in person. If your application is for non-personal information, you will pay an application fee. Processing and access charges may also apply.

You can also submit an Information Privacy Personal Information Amendment Application if you believe that the personal information we hold is inaccurate, incomplete, out of date or misleading.

If an application for access to information held by the Council is made under the RTI or IP Act, we have an obligation to consult with you if anything you have submitted to the Council is being considered for release to any external party, and you will have a right to object to its release.

## Privacy complaints

You may make a privacy complaint to us if you believe that we have not handled your personal information in accordance with the IP Act. For information on how to make a complaint, and how your complaint will be handled, refer to our Complaints policy.

If you remain dissatisfied with how we have dealt with your privacy complaint, you may escalate this in writing to the Office of the Information Commissioner. For more information on the Information Commissioner's privacy complaints process, please go to their [website](#).

## Website privacy

When you visit our website, your visit and certain information may be logged for statistical and diagnostic purposes only. Information that may be collected includes:

- the requesting IP address
- the type of browser being used
- the date and time of the visit
- the pages and resources accessed and downloaded
- the previous site visited.

## Further information

If you have any queries about our privacy practices please contact [info@sentencingcouncil.qld.gov.au](mailto:info@sentencingcouncil.qld.gov.au)