



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 cluster agencies *Privacy Management Plan (2015)*.

## 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 protected 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 RECEIVE 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 receive 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 YOUR PERSONAL INFORMATION

All documents given to us are public, and may be uploaded to our website unless clearly stated otherwise.

Before we upload submissions and representations to our site, we will remove your email address, telephone number, and street address (though not your suburb). We will publish your name and suburb along with your submission, unless you request these also be removed. Your name will also appear as part of the record produced for each public meeting and hearing.

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.

### 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

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

## YOU MAY REQUEST CONFIDENTIALITY

If you don't want your personal information, submission or presentation to be disclosed or published, please say so clearly. **Unless stated otherwise, we'll assume you've read and agreed to the terms of this Privacy Statement.**

## 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 personal information we hold. If you'd like to make a request for access, 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 our Secretariat, or the NSW Office of Privacy Commissioner at [www.privacy.nsw.gov.au](http://www.privacy.nsw.gov.au).

### Contact:

Commission Secretariat  
Phone (02) 9383 2100 | Fax (02) 9383 2133  
Email: [ipcn@ipcn.nsw.gov.au](mailto:ipcn@ipcn.nsw.gov.au)

### Independent Planning Commission NSW

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