

## BPB-001: Privacy Statement

### Purpose

The Building Practitioners Board (the Board), by virtue of its functions, is required to collect information of a personal nature from applicants and registered building practitioners and keep registers of registered building practitioners under section 16 of the *Building Act 1993* (the Act). The Board is supported by Occupational Licensing, Department of Industry, Tourism and Trade (DITT) in the discharge of its functions.

The Northern Territory *Information Act 2002* deals with three important elements of the way the NT Government manages information:

- **Freedom of information (FOI)** – gives the right to apply for access to government information and the right to apply to correct personal information the Government holds;
- **Privacy** - controls how government collects, manages, uses and discloses personal information. The Act sets out 10 Information Privacy Principles (IPPs) that bind public sector organisations and gives a right to complain about breaches of privacy;
- **Records management** – provides a legal framework for continuing improvements to the way that government activities are recorded and the way those records are managed.

### Supporting policies/documents

*Building Act 1993*

*Information Act 2002*

*Information Regulations 2010*

Department of Industry, Tourism and Trade (DITT) Privacy Policy

### Policy

The Building Practitioners Board and Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002* and the *Building Act 1993*.

The Board will collect, manage, use and disclose personal information relating to applicants and registered building practitioners in accordance with the DITT Privacy Policy and will adhere to the IPPs set out in the *Information Act 2002*.

The information sought is required to assist the Board to determine whether a building practitioner is entitled to be registered, or continue to be registered as a building practitioner in the Northern Territory, in accordance with legislation and applicable Minister Determinations and Board Policies.

The building practitioner's personal information may be shared with other interstate or New Zealand licensing authorities. Building practitioners do not have to provide their personal information but if they choose not to, the application will be incomplete and the Board will be unable to process it.

The information provided will be accessible to Occupational Licensing and will only be used to provide a department service or program. The Board will not disclose the practitioners personal information to third parties unless, authorised or required by law to do so and given the Board consent to share the personal information for a specific purpose.

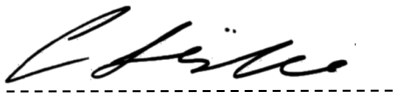
The names, business addresses and business telephone numbers of registered building practitioners will be entered into a register of building practitioners, required by section 16 of the Act. This register will be available for the public to access via the Board's internet site or upon request.

All information held by the Board and the Department of Industry, Tourism and Trade may be subject to application for access under the *Information Act 2002*.

For further information about the Northern Territory's privacy laws, please refer to the *Northern Territory Information Act 2002*, or the Office of the Information Commissioner NT.

Reviewed and adopted by the Building Practitioners Board.

Adopted by the Building Practitioners Board

A handwritten signature in black ink, appearing to read 'Craig Leslie', is written above a horizontal dashed line.

Craig Leslie

Chairperson

15 August 2024