

# Queensland Independent Remuneration Tribunal

## Privacy Policy

### 1. Purpose

The *Information Privacy Act 2009* and its Queensland Privacy Principles set the rules for how personal information is to be handled. This Policy relates to Queensland Independent Remuneration Tribunal (the Tribunal) and sets out how we manage personal information.

### 2. Scope

This Policy applies to the Tribunal and to Department of the Premier and Cabinet (DPC) staff who provide secretariat support to the Tribunal.

The Tribunal is separate from DPC. Information is shared between the Tribunal and DPC, including the secretariat to the Tribunal, to support the Tribunal in the performance of its functions.

For more information on how DPC collects and discloses personal information, please refer to DPC's Privacy Policy.

### 3. How we manage personal information

#### 3.1 Kinds of personal information we collect and hold

The definition of 'personal information' is set out in the 'Definitions' in section 11.

We collect, use, store and disclose a range of personal information for the purposes of the Tribunal under the *Queensland Independent Remuneration Tribunal Act 2013* (QIRT Act).

This includes personal information about members of the Tribunal and secretariat, members of the public, stakeholders, and persons meeting or corresponding with the Tribunal.

Personal information may include:

- identity and contact details for individuals (e.g. name, phone, email and postal address)
- information relating to individuals' personal circumstances, including personal interests and conflicts of interest
- information relating to individuals' financial affairs (e.g. payment details, bank account details)
- information about employment (e.g. employment status and work history, education status, referee comments and salary).

We may also receive sensitive information. The definition of sensitive information is set out in the 'Definitions' in section 11. We will generally only collect sensitive information with consent, or otherwise consistent with the obligations under the Act.

## **4. How we collect or receive personal information**

We collect and receive personal information in a range of ways depending on how you interact with us.

### **4.1 Collecting personal information**

We may collect personal information to perform the functions of the Tribunal, for example to arrange a meeting with a stakeholder.

Where possible, we collect the information directly from you or your authorised representative. Sometimes we may collect information about an individual from a third party, or indirectly, including from a Queensland government agency, but only if: the individual has given consent; if it is otherwise consistent with the obligations under the Act; or it is unreasonable or impracticable for us to collect the information from the individual.

### **4.2 Receiving unsolicited personal information**

We receive personal information from individuals without directly asking for it. Personal information may be received you email us, write to us by mail, contact us by telephone or interact with us through our website or social media.

Personal information may also be provided to the Tribunal by DPC when you correspond with DPC or the Premier on a matter relating to the Tribunal's functions.

We take reasonable steps to ensure individuals providing unsolicited personal information to the Office understand how the information may be used or disclosed, including by publishing this Policy, providing a privacy statement in correspondence and including a privacy statement in automatically generated responses to emails.

### **4.3 Remaining anonymous**

You are able to use a pseudonym and remain anonymous when interacting with us unless:

- we are required or authorised under an Australian law, or a court or tribunal order, to deal with individuals who have identified themselves, or
- it is impracticable to deal with you if you have not identified yourself or are using a pseudonym.

We will inform you if you are not able to remain anonymous or use a pseudonym when dealing with us.

## **5. How we hold and protect personal information**

We take seriously our obligations to protect the personal information held by the Tribunal and take reasonable steps to protect your personal information against misuse, interference and loss, and from unauthorised access, modification or disclosure.

These steps include:

- limiting access to information in records systems or in physical records to appropriate officers
- monitoring system access with controls and authenticated credentials.

If personal information that we hold is lost, or subject to unauthorised access or disclosure, we will respond in accordance with the Act and our Data Breach Policy. Our priority is to mitigate harm and to provide timely advice to affected individuals if a data breach is likely to result in serious harm.

## **6. Our activities – why we need personal information (purpose)**

The Tribunal makes determinations about remuneration of Members of the Queensland Legislative Assembly and additional staffing for cross-bench members, under the QIRT Act.

Our functions and activities that involve personal information include:

- Tribunal meetings and consultation in relation to determinations
- responding to correspondence on Tribunal matters
- Tribunal communications and engagement with media
- responding to right to information requests, including requests for access to or amendment of personal information
- supporting business service and governance requirements
- managing employment and human resource matters within the Tribunal.

## **7. Use and disclosure of personal information**

We endeavour to use and disclose personal information for the purpose for which it was collected and received and not for another purpose (a secondary purpose) unless: you consent to the use or disclosure of the information, it is otherwise consistent with the obligations under the Act.

The information you provide to the Tribunal may be disclosed to DPC to respond to your matter or resolve the issues you have raised.

## **8. Access to and correction of personal information**

The *Information Privacy Act 2009* provides you have a right to access, and request correction of, personal information we hold about you.

We try to provide individuals with access to their own personal information informally. Where a request is unable to be dealt with informally, you may make a formal application under the *Right to Information Act 2009*.

The Right to Information and Privacy unit in DPC processes applications on behalf of the Tribunal. Applications must be in writing and submitted by mail, email or in person as follows:

**Email:** [rti@premiers.qld.gov.au](mailto:rti@premiers.qld.gov.au)

**Mail:** Manager, Right to Information and Privacy  
Department of the Premier and Cabinet  
PO Box 15185  
CITY EAST QLD 4002

Further information about how to apply can be found on the [DPC RTI webpage](#).

## 9. Making a privacy complaint

If you believe we have misused your personal information or did not meet our obligations under the Act to comply with the privacy principles, you can make a privacy complaint to us.

The Manager, Right to Information and Privacy, DPC manages privacy complaints on behalf of the Tribunal.

Your complaint must:

- be in writing
- include your contact details so we can contact you about the complaint
- provide a description of your privacy issue or concern
- be made within 12 months of the privacy issue occurring.

Privacy complaints may be sent to the Queensland Independent Remuneration Tribunal as follows:

**Email:** remunerationtribunal@qirt.qld.gov.au

**Mail:**

The Secretariat  
Queensland Independent Remuneration Tribunal  
PO Box 15185  
City East QLD 4002

Your complaint will be investigated and a written response advising the outcome of the complaint, including any remedies, will be provided to you within 45 business days. If you are not satisfied with our response, you may make a privacy complaint to the Office of the Information Commissioner (OIC). A guide outlining the OIC's privacy complaint process is available on the [OIC website](#).

## 10. Legislation and/or associated documents

### 10.1 Legislation

[Information Privacy Act 2009](#)

[Right to Information Act 2009](#)

### 10.2 Related policies

Queensland Independent Remuneration Tribunal Data Breach Policy

## 11. Definitions

Word or term	Definition
<b>Personal information</b>	Information or an opinion about an identified individual or an individual who is reasonably identifiable from the information or opinion:  a) whether the information or opinion is true or not; and

Word or term	Definition
	<p>b) whether the information or opinion is recorded in a material form or not.</p> <p>Refer section 12 <i>Information Privacy Act 2009</i></p>
<b>Sensitive information</b>	<p>For an individual, means the following –</p> <p>(a) information or an opinion, that is also personal information, about the individual's—</p> <ul style="list-style-type: none"> <li>(i) racial or ethnic origin; or</li> <li>(ii) political opinions; or</li> <li>(iii) membership of a political association; or</li> <li>(iv) religious beliefs or affiliations; or</li> <li>(v) philosophical beliefs; or</li> <li>(vi) membership of a professional or trade association; or</li> <li>(vii) membership of a trade union; or</li> <li>(viii) sexual orientation or practices; or</li> <li>(ix) criminal record;</li> </ul> <p>(b) health information about the individual;</p> <p>(c) genetic information about the individual that is not otherwise health information;</p> <p>(d) biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or</p> <p>(e) biometric templates.</p> <p>Refer Schedule 5 Dictionary <i>Information Privacy Act 2009</i></p>

# POLICY ADMINISTRATION

## 1. Revision History

Revision date	Version Number	Author	Description of changes
June 2025	1.0	Gina McCabe	Initial draft

## 2. Approval

Position	Date
Queensland Independent Remuneration Tribunal	3 July 2025