



# DEFAULT INSURANCE FUND

## Privacy Charter

The Default Insurance Fund was established under the ACT *Workers Compensation Act 1951* (the *Act*). The Default Insurance Fund (DI Fund) is the safety net mechanism in the ACT to ensure that all injured workers have access to benefits.

### **What is “personal information”?**

Personal information is any information whereby your identity may be ascertained.

### **The Privacy Act and Information Privacy Principles**

The Federal Government’s Privacy Act outlines 11 Information Privacy Principles with which all Commonwealth and ACT Government agencies must comply. These Principles regulate how personal information may be collected, secured, accessed, used, and disclosed by agencies. The DI Fund is committed to these principles, which can be obtained at: <http://www.privacy.gov.au/publications/ipps.html>

### **The purpose for the collection of your personal information**

The DI Fund is authorised and required, under the *Act*, to collect your personal information.

The personal information about you that may be collected and stored by the DI Fund includes your name, address, date of birth, gender, contact details, employment details, and health information as provided by you.

Where possible the DI Fund will collect your personal information from you. However, in some circumstances your personal information may need to be collected from third parties. For example, an employer may provide an employee’s personal information when reporting a workplace injury.

Should you provide information to the DI Fund about other individuals, you are responsible for telling the individual that you have provided that information. You should advise them of the DI Fund, how they can access their information and refer them to this Privacy Charter.

The DI Fund may obtain further information about you from the following types of organisations, in order to assess a claim made:

- employers
- medical practitioners and rehabilitation agents
- investigators and legal practitioners
- insurers
- professional and other organisations

The personal information collected is used to assess, investigate and pay any claim by or against you.

### **Security of personal information**

All personal information held on electronic systems is protected through the use of secure passwords and other security procedures. Access to personal information is limited to those who specifically need it to conduct their business responsibilities.

The DI Fund also maintains physical security procedures to manage and protect the use and storage of paper records containing personal information.

### **Disclosure of personal information**

The DI Fund will take all reasonable steps to ensure that all personal information held is accurate, complete and up-to-date.

The DI Fund may disclose your personal information to the following types of organisations:

- employers
- medical practitioners and rehabilitation agents
- investigators and legal practitioners
- insurers
- actuaries and accountants
- other government agencies
- professional and other organisations

At all times the DI Fund will respect and protect the privacy and confidentiality of personal information.

### **Personal Information Digest**

In accordance with Principle 5 of the Information Privacy Principles, each year the Commonwealth and ACT Government Agencies must maintain a record setting out the various types of records of personal information kept by that agency. This record is the Personal Information Digest and is provided to the Federal Privacy Commissioner every June.

The Public Information Digest shall set out:

- a) the nature of the records of personal information kept by or on behalf of the record-keeper;
- b) the purpose for which each type of record is kept;
- c) the classes of individuals about whom records are kept;
- d) the period for which each type of record is kept;
- e) the persons who are entitled to have access to personal information contained in the records and the conditions under which they are entitled to have that access; and
- f) the steps that should be taken by persons wishing to obtain access to that information.

You can access the Personal Information Digest at:

<http://www.privacy.gov.au/government/digest/index.html>

### **Access to personal information**

You may request access to the personal information the DI Fund holds about you. To do this please write to the Privacy Officer, contact details are outlined below.

Should you have any further questions regarding this Privacy Charter, or the management of your personal information, please write to:

Privacy Officer  
Default Insurance Fund  
GPO Box 158  
Canberra ACT 2601