

Privacy Impact Assessment Report



1 PROJECT TITLE

Community Asset Transfers

2 PROJECT DESCRIPTION

The pilot phase of the CAT program involves applications regarding the transfer of council owned community buildings to community, voluntary or faith organisations at less than market rent.

3 SERVICE AREA

Transformation

4 PRIVACY RISKS IDENTIFIED

- a) Personal Information will be kept for longer than is necessary.
 - i. Without an identified retention period, there is a risk that information will not be held for a reasonable period.

5 PRIVACY RISK SOLUTIONS

- a) Personal Information will be kept for longer than is necessary.
 - i. Identify an appropriate retention period for CAT application data (both electronic and hard copy), and put measures in place to ensure that it is adhered to.

6 PRIVACY RISK OUTCOMES

- a) Personal Information will be kept for longer than is necessary.
 - i. Risk Eliminated.

7 COMMENTS AND FURTHER RECOMMENDATIONS

The above recommendations are in addition to the measures already proposed by the service area within the PIA document itself, which have been deemed adequate on review.

8 SIGN-OFF

PIA reviewed by: Chris Thornton, Senior Legal Assistant (Data Protection Officer)

PIA agreed on: 29th September 2016

Review of measures to be carried out on: 29th December 2016