

Information Protection Statement

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State Revenue Office, Tasmania
Department of Treasury and Finance

April 2016

Information Protection Statement

The State Revenue Office (SRO) values the privacy and protection of every individual's personal information, including information that relates to entities such as companies or trusts, and is committed to protecting the information we collect and use.

The collection, maintenance and use of personal information relating to individuals by the SRO is regulated by the [Personal Information Protection Act 2004](#) (the PIP Act). In addition the disclosure of information collected by the SRO and its officers, whether relating to individuals or entities, is also subject to stricter confidentiality and disclosure provisions imposed under the specific taxation and grant legislation the SRO administers.

The following policy sets out the principles that are applied by the SRO in managing the information it obtains.

What is personal information?

'Personal information' for the purposes of the PIP Act is information or opinion in any recorded format about an individual whose identity is apparent or is reasonably ascertainable from the information or opinion. This includes information about individuals who have died in the last 25 years. Information about entities that are not individuals, for example companies, is not personal information for the purposes of the PIP Act, but is covered by other specific legislation.

Information collected

The SRO only collects information, including personal information, that is necessary for the administration of the taxation and grant laws it administers.

The SRO takes reasonable steps to ensure that the information it holds is accurate, complete and up to date. Where practicable, the SRO will check on the accuracy of personal information, or information relating to entities that are not individuals, before it is used.

Disclosure of information

The SRO will only disclose information obtained under, or in relation to, the taxation and grant laws it administers if permitted or required under the legislation pursuant to which that information was obtained. For example, information obtained under or in relation to the administration of the [Taxation Administration Act 1997](#) (TAA)¹ or the [Employment Incentive Scheme \(Payroll Tax Rebate\) 2009](#) can generally only be released:

- with the consent of the person or entity to whom the information relates (although certain information, for example 'law enforcement information' for the purposes of the PIP Act, may be excluded);
- in connection with the administration or enforcement of a taxation law or a law of another State or Territory of the Commonwealth relating to taxation;
- for the purpose of any legal proceedings arising out of a taxation law or a report of those proceedings;

¹ The TAA contains the administrative provisions of the *Duties Act 2001*, the *Land Tax Act 2000* and the *Payroll Tax Act 2008*, and provides for the confidentiality of information obtained under those enactments.

- in accordance with a requirement imposed under any Act other than the [Right to Information Act 2009](#);
- to the Ombudsman and various law enforcement and regulatory bodies;
- to persons specifically prescribed by the TAA regulations.

Similar restrictions apply to the release of information obtained by the SRO in the course of administering the [First Home Owner Grant Act 2000](#).

Security of Information

The SRO uses a number of safeguards to protect the information it obtains from misuse and loss, unauthorised access, modification and disclosure.

Substantial penalties can apply to SRO staff if information obtained under or in relation to the legislation it administers is released contrary to the strict statutory disclosure requirements. In addition, if the SRO releases information as permitted or required by the legislation it administers, the person receiving that information is bound by strict statutory prohibitions against its on-disclosure.

There is an intention that information obtained by SRO is destroyed when it is no longer required, but this can only be done in accordance with the provisions of the [Archives Act 1983](#).

Anonymity

If logging into Tasmanian Revenue Online, the information you enter will be recorded. However, you can access the SRO's [website](#) and browse our site without disclosing information that identifies you. Also, if a person is making a general enquiry about taxation and grant matters, it may not be necessary for them to identify themselves.

If a person wants to obtain a specific advice relevant to taxation or grant matters, identification may be necessary and a note of any contact may be recorded.

Access to and correction of information collected

The PIP Act and the taxation and grant laws administered by the SRO allow a person to access information, including personal information, concerning them that has been obtained by the SRO (with some exceptions, for example, if that information constitutes 'law enforcement information' for the purposes of the PIP Act). If a person considers the personal information held by the SRO is inaccurate in any way, he or she can request that the information be amended.

Requests to access or correct personal information held by the SRO should be sent to: taxhelp@treasury.tas.gov.au

or

The Commissioner of State Revenue
GPO Box 1374
HOBART Tas 7001

If a person is not satisfied with the handling or outcome of their request for access to, or the correction of, their personal information (or other information), they can lodge a complaint with the Ombudsman.

To contact the [Ombudsman's Office](#):

Phone: 1800 001 170

or

Email: ombudsman@ombudsman.tas.gov.au.

Review

This Policy will be reviewed every three years.

Please note

This information protection statement does not extend beyond this website. When linking to other sites from this website, we recommend that you read the relevant privacy statement of those sites to familiarise yourself with the privacy policy that applies to them.

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