

# GIICA Privacy Policy

Version 1.0  
December 2024

## 1. Purpose

The Authority takes your privacy seriously and is committed to open and transparent management of personal information.

This Privacy Policy describes how the Authority collects, handles and protects personal information.

It outlines:

- the types of personal information that the Authority usually collects;
- the purposes for which the Authority collects it;
- to whom (and when) the Authority discloses it;
- how the Authority holds and keeps it secure; and
- rights in relation to personal information, including how to make a complaint and how the Authority deals with complaints.

## 2. Scope

This policy applies to the Authority's handling of 'personal information' and covers employees of the Authority and the Board.

In dealing with personal information the Authority complies with the *Information Privacy Act 2009 (Qld)* (**IP Act**) which contains Information Privacy Principles (**IPPs**) that outline how agencies must handle personal information.

## 3. Why the Authority collects personal information

The Authority collects personal information in order to perform its functions under the Act and otherwise to:

- deliver new and upgraded venues that will be used during the Brisbane 2032 Olympic and Paralympic Games and beyond;
- monitor and ensure the delivery of villages in time for the Games; and
- maximise the opportunity of hosting the Games through a range of programs focused on: legacy, sustainability, First Nations, accessibility and inclusion, and procurement and supply chain.

## 4. Types of personal information the Authority collects

The types of personal information the Authority collects about you depends on the dealings you have with the Authority, and may include your:

- identity and contact details for individuals (e.g. name, phone, email, postal and residential address);
- other information about identity (e.g. date of birth, signatures, citizenship and visa status);
- information relating to an individual's financial affairs (e.g. payment details, bank account details);
- information about employment;
- information you provide when you contact us to make an enquiry, complaint, provide consultation responses or requests; and

if you are applying for a job, contract position, or volunteer position with the Authority, we may also collect your:

- employment history and qualifications;
- academic records;
- references;
- medical information;
- ABN number;
- personal alternative contact details;
- superannuation fund details; and
- criminal history record.

## 5. Information collected on the website

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This site does not store personal information in cookies. If used, cookies on this site are strictly limited to providing the visitor with the ability to customise the site for return visits or to allow the visitor to carry information across different pages. Cookies are not used to track or identify visitors for any other purpose. The Authority's website uses Google Analytics to track actions on the website. You can read [Googles privacy policy](#) here and the way it [uses cookies here](#).

When you visit the Authority website, our web servers make a record of your visit and logs the following information for website analytics purposes only:

- the user's server address (Internet Protocol or IP address)
- the user's top level domain name (for example .com, .gov, .au etc.)
- the date and time of visit to the site
- the pages accessed and documents downloaded;
- the previous site visited;
- the type of browser used.

No attempt is or will be made to identify users or their browsing activities except in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect activity logs.

## 6. Ways the Authority collects your personal information

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The Authority may collect personal information from or about you in different ways, including:

- from you directly when you interact with us, e.g. from our discussions with you, when you complete a form or online form, when you subscribe to our email database, your emails and your interactions with our website;
- through third parties (such as with whom we interact in order to provide our services);
- publicly available sources, including social media.

If you apply for a job or contract position with us, we may also collect personal information about you from third parties and publicly available sources, including:

- recruiters;
- government departments to verify your entitlement to work in Australia;
- police agencies to obtain your criminal history record;
- academic institutions;
- consulting medical practitioner;
- superannuation fund provider;
- your current or previous employers; or
- your referees.

## 7. Email correspondence

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This policy applies to emails as well.

- Information Technology employees may monitor email traffic for system trouble shooting and maintenance purposes; and
- email correspondence may constitute public records and will be retained as required by the Public Records Act 2002 (Qld) and other relevant legislation.

## 8. Use of your personal information

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The Authority collects your personal information for various purposes, including to:

- administer the Authority's functions and powers under the Act;
- facilitate invitations for and the running of public submissions and consultation;
- seek feedback on policy and programs the Authority delivers, and reviewing or reforming policy and processes;
- undertake recruitment and management of employment;
- facilitate travel and security arrangements;
- coordinate intergovernmental and international policy matters;
- facilitate events;
- handle complaints and feedback;
- administer programs;
- help the Authority manage, develop and enhance its websites and applications;
- consider your suitability for employment;
- comply with the Authority's legal obligations, resolve any disputes and enforce our agreements and rights with third parties; and
- communicate information via sending email and SMS communication.

The Authority will not **use** your personal information, other than for the purpose for which it was collected, unless required or permitted by law, including where:

- you have given express or implied consent;
- it will prevent or lessen a serious threat to an individual's life, health, safety or welfare or a serious threat to public health, safety or welfare;
- it is required by or authorised under law;
- it is reasonably necessary for law enforcement, or for the protection of public revenue;
- it is directly related to the purpose for which the information was collected; or
- it is necessary for research and the requirements for research are complied with.

## 9. Disclosure of your personal information

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In performing its functions, the Authority may disclose your personal information, including to:

- Games Delivery Partners;
- organisations the Authority contracts to provide services on its behalf such as software suppliers and suppliers engaged for hosting and storing data;
- any committee established by the Authority Board to assist in the performance of the Board's functions;
- any entity the Authority directs to provide or maintain critical transport infrastructure;
- the Authority's professional advisers, including lawyers, accountants and auditors; and
- government agencies, regulatory bodies and law enforcement agencies, or other similar entities.

Some of these organisations may be located outside of Australia, including in Switzerland.

The Authority will not otherwise **disclose** your personal information unless such disclosure is in accordance with IPP 11, including if:

- you have given express or implied consent;
- it will prevent or lessen a serious threat to an individual's life, health, safety or welfare or a serious threat to public health, safety or welfare;
- it is required by or authorised under law;
- it is reasonably necessary for law enforcement, or for the protection of public revenue;
- the Australian Security Intelligence Organisation (ASIO) has made an authorised request for the information; or,
- it is necessary for research and the requirements for research are complied with.

## 10. Storage and Security

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The Authority stores your personal information in hard copy and electronically. Some information obtained via a third-party software such as JavaScript, Google Analytics, Electronic Direct Mail provider and Customer Relationships Management platform may be stored by a third party storage provider.

The Authority aims to store your information securely and take all reasonable steps to ensure that your personal information is protected against loss, unauthorised access, unauthorised use, unauthorised modification, unauthorised disclosure and any other misuse. The Authority has a range of security controls in place (including physical, technical and procedural measures).

The Authority only keeps your personal information for as long as it is required for the purpose for which it was collected or as otherwise required by applicable laws, including the *Public Records Act 2002 (Qld)*.

## 11. Access to and correction of your personal information

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The Authority will take all reasonable steps to ensure that your personal information is accurate, complete, up to date and not misleading.

Application forms are available via the following links:

- *Right to Information and Information Privacy Access Application;*
- *Information Privacy Personal Information Amendment Application.*

There are no application fees or processing charges for access to personal information. An application fee and some access and processing charges may be applied to requests under the *Right to Information Act 2009 (Qld)*.

Applications should be made to: RTI.gvlda@gvlda.au or mailed to:

RTI Officer, The Authority, Level 5, 12 Creek Street, Brisbane QLD 4000

More information about accessing and/or amending personal information is available by contacting the Authority's RTI and Privacy Unit by email at RTI.gvlda@gvlda.au

## 12. Complaints

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You can make a complaint in writing to [correspondence@gvlda.au](mailto:correspondence@gvlda.au) using the details set out in this policy.

The Authority will respond to you within a reasonable period of time to acknowledge your complaint and inform you of the next steps we will take in dealing with your complaint.

If you are not satisfied with the Authority's response, you may complain to the Office of the Information Commissioner Queensland via the OIC website:

<https://www.oic.qld.gov.au/about/privacy/make-a-privacy-complaint>.

## 13. Roles and responsibilities

Position	Responsibilities
<b>The Board</b>	<ul style="list-style-type: none"><li>• Approves this policy.</li><li>• Ensures this policy is enforced.</li><li>• Reviews updates on implementation of this policy.</li></ul>
<b>Chief Executive Officer</b>	<ul style="list-style-type: none"><li>• Ensure the effective implementation and oversight of this policy.</li><li>• Investigate and resolve complaints made under this policy.</li></ul>
<b>General Counsel</b>	<ul style="list-style-type: none"><li>• Provide legal advice and support to the Board and the Chief Executive Officer in ensuring this policy is enforced.</li><li>• Recommend updates to this policy to reflect changes to legislative obligations.</li></ul>
<b>Management</b>	<ul style="list-style-type: none"><li>• Provide support to the Board and the Chief Executive Officer in ensuring this policy is enforced.</li></ul>
<b>Employees and workers</b>	<ul style="list-style-type: none"><li>• Comply with this policy.</li><li>• Model behaviour that promotes a culture of respect for privacy within the Authority.</li><li>• Handle Personal Information in compliance with this policy.</li><li>• Actively participate in learning and development training about Information Privacy Laws.</li></ul>

## 14. Human Rights

The Authority will act and make decisions under this policy that gives proper consideration to, and are compatible with, relevant human rights in accordance with the *Human Rights Act 2019* and the Authority's *Human Rights Policy*.

## 15. Definitions

For the purpose of this policy and related artefacts, the following definitions apply:

Term	Descriptor
<b>Act</b>	The <i>Brisbane Olympic and Paralympic Games Arrangements Act 2021</i>
<b>Board</b>	The Authority Board of Directors.
<b>Chief Executive Officer</b>	Current Chief Executive Officer of the Authority appointed by the Board under the Act or, if an interim Chief Executive Officer has been appointed by the Minister under the Act, the interim Chief Executive Officer.
<b>Confidential Information</b>	<p>Has the meaning given to that term in the Act and includes information that:</p> <ul style="list-style-type: none"><li>• could identify an individual; or</li><li>• is about a person's current financial position or financial background; or</li><li>• would be likely to damage the commercial activities of a person to whom the information relates;</li></ul> <p>but does not include:</p> <ul style="list-style-type: none"><li>• information that is publicly available; or</li><li>• statistical or other information that could not reasonably be expected to result in the identification of the person to whom it relates.</li></ul>
<b>Games Delivery Partner</b>	Parties with an official role in organising, conducting, promoting or managing the Brisbane 2032 Olympic and Paralympic Games including the International Olympic Committee (IOC), the International Paralympic Committee (IPC), the Australian Olympic Committee (AOC), Paralympics Australia (PA), and various local, state and federal governments.
<b>Authority</b>	Games Independent Infrastructure Coordination Authority (GIICA)
<b>IP Act</b>	<i>Information Privacy Act 2009 (Qld)</i> .
<b>IPPs</b>	An information privacy principle stated as a section of Schedule 3 of the <i>IP Act</i> .
<b>Management</b>	Means employees who hold senior positions within the Authority, including those with the titles of 'director', 'head of' or 'manager'.
<b>Personal Information</b>	Information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

**Employees and  
workers**

Employees employed by the Authority under the section 53CG of the Act and, where applicable, employees and officers of a government agency whose services are made available to the Authority under section 53CH of the Act, wherever they may be located.

Workers include any contingent labour, contractors, consultants, volunteers or officers carrying out work on behalf of the Authority.

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## 16. Related Documents

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**Legislation /  
Standards**

- *Brisbane Olympic and Paralympic Games Arrangements Act 2021*
- *Information Privacy Act 2009*