



PUBLIC TRUSTEE AND GUARDIAN POLICY

DOCUMENT PROPERTIES	
Name of Policy	Abridged/Plain English Privacy Policy
PTG Policy Number	18
Creation date reference	2019-3
Endorsed by SLG	21 January 2020
Authorised by	Andrew Taylor, Public Trustee and Guardian
Date for next review (plus three years)	21 January 2023

The Public Trustee and Guardian (PTG) is committed to respecting your privacy and the personal information you provide us.

As part of this commitment, we want you to know our principles and practices for collecting, using, storing, or disclosing your personal information.

By “personal information” we mean any information, recorded in any form, about an identified individual, or an individual whose identity may be inferred or determined from such information.

Personal information does not include information that’s publicly available, such as business contact information or information found in a telephone directory.

The only personal information PTG captures is information that is provided to us by you, or by a judicial body or health organisation.

An IP address is a number that’s assigned to your computer automatically and is required to use the Internet.

To the extent that our website obtains users’ IP addresses, they’re used only to administer the website and gather broad demographic information about visitors to the website.

An IP address is considered personal information because it's an identifying number. But we do not link server log information to any other data in a way that would enable us to identify individual visitors.

PTG only collects information that is necessary to:

- undertake our statutory responsibilities
- represent you in whatever capacity we are appointed
- write to you in the conduct of our business with you

PTG does not sell, trade, or share information we collect with others.

PTG will use all reasonable efforts to protect your personal information.

PTG reserves the right to disclose personal information to a third party if a law, regulation or legal process requires or authorises us to do so.

This website contains links to other websites. PTG is not responsible for the privacy practices of any other websites. This Privacy Policy applies only to information we collect and hold.

By visiting and using this website, we understand that you are aware of our Privacy Policy.

If you have any questions or concerns about our Privacy Policy, please contact ptg@act.gov.au.