

This document outlines how RevenueSA will ensure the privacy of personal information collected in the course of undertaking its responsibilities.

Through the Commissioner of State Taxation RevenueSA is responsible for:

- management, collection and enforcement of the State's taxation revenue;
- management of government rebate incentive schemes;
- petroleum subsidy functions;
- management and collection of the fixed property component of the Emergency Services Levy;
- management of the First Home Owner Grant (FHOG) and First Home Bonus Grant (FHBG) schemes; and
- Local Government Concessions for self-funded retirees.

## Secrecy and Use of Official Information

Secrecy provisions are encompassed within the *Taxation Administration Act 1996* and other Acts administered by RevenueSA which protect your personal information.

RevenueSA staff are bound by the secrecy provisions and upon commencing employment with RevenueSA are required to sign a secrecy declaration acknowledging that they have read and understood the secrecy and confidentiality provisions of the legislation they administer. Contractors and other persons who are required to access floor space occupied by RevenueSA are also bound by the same secrecy provisions and are required to sign a secrecy declaration.

A criminal offence is committed by any person found guilty by the Courts of knowingly breaching the secrecy provisions.

Your personal information will only be collected by RevenueSA for the purposes of administering state taxation and associated legislation. Unnecessary personal information is not collected.

All personal information collected by RevenueSA is securely stored and not misused. RevenueSA will not unlawfully disclose any information.

## Freedom of Information (FOI)

The *Freedom of Information Act 1991* gives you the right to access (subject to certain restrictions) documents held by government.

RevenueSA will provide you with access to information in accordance with the *Freedom of Information Act 1991*.

If you wish to make an FOI request an application form can be located at [www.archives.sa.gov.au](http://www.archives.sa.gov.au). Applications should be addressed to:

Freedom of Information Officer  
Department of Treasury & Finance  
GPO Box 1045  
ADELAIDE SA 5001

## How to Contact Us

You can contact RevenueSA about a privacy related issue by phone, post or by email.

Phone: (08) 8226 3750  
1800 637 778 (country callers)

Email: [revenuesa@sa.gov.au](mailto:revenuesa@sa.gov.au)

Post: GPO Box 1353  
Adelaide SA 5001