



Governance Policy - 1.14 Privacy and Information Sharing

Policy

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Purpose

The Shire of Peppermint Grove is committed to protecting the privacy of individuals and ensuring personal information is collected, used, disclosed, stored and managed responsibly, securely and transparently.

This Policy establishes the principles governing the management of personal information in accordance with the Privacy and Responsible Information Sharing Act 2024 (WA), the Freedom of Information Act 1992 (WA), and other applicable legislation.

The objectives of this Policy are to:

- protect the privacy of individuals whose information is held by the Shire;
- ensure personal information is managed lawfully, fairly and transparently;
- promote responsible information sharing where authorised by law;
- support sound information governance and security practices;
- enable individuals to access and seek correction of their personal information where appropriate; and
- provide a framework for managing privacy risks, information breaches and privacy complaints.

The Shire recognises that personal information is a valuable asset requiring appropriate governance and protection.

The Shire is committed to:

- collecting only the personal information necessary to perform its statutory functions and deliver services;
- collecting information lawfully, fairly and transparently;
- informing individuals why information is being collected and how it will be used;
- ensuring personal information is accurate, complete and up to date where reasonably practicable;
- protecting information from unauthorised access, use, disclosure, alteration or loss;
- using and disclosing information only for authorised purposes or where required or permitted by law;
- facilitating responsible information sharing in accordance with the Privacy and Responsible Information Sharing Act 2024;
- embedding privacy considerations into new projects, systems and business processes;
- responding appropriately to information breaches and privacy complaints; and
- promoting a culture of privacy awareness and continuous improvement.

Policy Statement



Scope

This Policy applies to all persons acting on behalf of the Shire, including:

- Elected Members;
- employees;
- contractors;
- consultants;
- volunteers;
- interns;
- temporary staff;
- agency personnel;
- third-party service providers; and
- any person authorised to collect, access, use or disclose information on behalf of the Shire.

The Shire collects personal information necessary to perform its legislative functions, provide services, administer facilities and meet legal obligations.

Personal information may be collected for purposes including:

- administration of rates and property records;
- planning, building and environmental services;
- community safety and ranger services;
- library services;
- parks, recreation and community facilities;
- procurement and contract management;
- customer service requests;
- employment and human resource management;
- volunteer management;
- insurance and risk management;
- statutory compliance;
- community engagement and consultation;
- financial administration; and
- any other function authorised by legislation.

Collection of Personal Information

Information may be collected through:

- online forms and digital services;
- written correspondence;
- email;
- telephone enquiries;
- face-to-face interactions;
- applications, permits and registrations;
- CCTV systems;
- surveys and consultation activities;
- authorised third-party software platforms used by the Shire;
- contractual arrangements;
- Freedom of Information applications; and
- other lawful means.



Use and Disclosure of Information

The Shire will use personal information only for:

- the purpose for which it was collected;
- a directly related purpose that an individual would reasonably expect;
- a purpose authorised or required by legislation; or
- another purpose where consent has been obtained.

Information will only be disclosed where:

- authorised by the Privacy and Responsible Information Sharing Act 2024;
- required under another written law;
- necessary to lessen or prevent a serious threat to life, health or safety;
- authorised by a court or tribunal; or
- the individual has consented to the disclosure.

Information sharing will be undertaken responsibly, proportionately and only where there is lawful authority to do so.

Information Security

The Shire will implement appropriate administrative, physical and technical safeguards to protect information from unauthorised access, misuse, disclosure, alteration or destruction.

Security measures may include:

- access controls;
- authentication and password management;
- cyber security controls;
- secure storage;
- encryption where appropriate;
- secure disposal of records;
- staff awareness training; and
- ongoing monitoring and review.

Information will be retained and disposed of in accordance with the State Records Act 2000 and approved recordkeeping requirements.

Privacy by Design

Privacy considerations will be incorporated into the planning, procurement, development and implementation of new projects, systems, technologies and business processes.

Where appropriate, the Shire will undertake Privacy Impact Assessments to identify and manage privacy risks before implementation.

Information Breaches

The Shire will maintain procedures for identifying, containing, assessing, managing and reviewing information breaches.



Where required by legislation, the Shire will notify affected individuals and relevant regulatory authorities.

Lessons identified from information breaches will be incorporated into continuous improvement activities.

Individual Rights

Individuals may:

- request access to their personal information, subject to legislative requirements;
- request correction of inaccurate or incomplete personal information;
- make enquiries regarding the handling of their personal information;
- lodge privacy complaints; and
- apply for access to documents under the Freedom of Information Act 1992 where applicable.

Council

Council is responsible for adopting this Policy and promoting sound governance.

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring appropriate systems, resources and governance arrangements are in place to support compliance.

Roles and Responsibilities

Managers

Managers are responsible for ensuring staff understand and comply with this Policy and associated procedures.

Workers

All persons covered by this Policy must:

- protect personal information;
- comply with legislative requirements;
- report suspected privacy breaches immediately; and
- complete mandatory privacy training.

The Shire will maintain an Information Asset Register identifying information assets, responsible business owners, legislative authority, storage locations, information classifications and security controls.

Monitoring and Review

The Register will be reviewed regularly to:

- support legislative compliance;
- identify privacy risks;
- improve information governance;
- strengthen security practices; and



- support continuous improvement.

This Policy will be reviewed every two years or earlier where legislative, operational or organisational changes require.

The Shire will provide ongoing privacy and information management training including:

Training

- induction training;
- annual awareness training;
- role-specific training for employees handling sensitive information;
- refresher training following legislative or policy changes; and
- targeted training following identified information breaches or emerging risks.

Related Documents

- Privacy and Responsible Information Sharing Act 2024 (WA)
- Privacy and Other Legislation Amendment Act 2024 (WA)
- Freedom of Information Act 1992 (WA)
- Local Government Act 1995 (WA)
- State Records Act 2000 (WA)
- Public Interest Disclosure Act 2003 (WA)

Definitions contained in the Privacy and Responsible Information Sharing Act 2024 apply to this Policy.

For the purposes of this Policy:

Definitions

- **Personal Information** means information or an opinion about an identified individual or an individual who is reasonably identifiable.
- **Sensitive Personal Information** has the meaning given in the Privacy and Responsible Information Sharing Act 2024.
- **Information Breach** means unauthorised access to, disclosure of, alteration of or loss of information.
- **Privacy Impact Assessment** means a structured assessment used to identify and manage privacy risks associated with a project, system or initiative.
- **De-identified Information** means information from which an individual's identity cannot reasonably be ascertained.
- **Handle** includes collecting, holding, using, managing or disclosing information.
- **Contracted Service Provider** has the meaning given under the Privacy and Responsible Information Sharing Act 2024.
- **Information Sharing Agreement** means an agreement or other lawful arrangement for sharing information under the Privacy and Responsible Information Sharing Act 2024.

Related Procedure

Nil

Amended Authority Level

Council



Related Delegation	Nil
Related Local Law/Legislation	• Privacy and Responsible Information Sharing Act 2024 (WA) • Privacy and Other Legislation Amendment Act 2024 (WA) • Freedom of Information Act 1992 (WA) • Local Government Act 1995 (WA) • State Records Act 2000 (WA) • Public Interest Disclosure Act 2003 (WA)
Adopted	22 September 2026

