POLICY – 1.13 – Privacy and Responsible Information Sharing (PRIS)

Relevant Delegation

N/A

Objective

To ensure the Shire of Menzies manages personal information responsibly and shares information lawfully, transparently and securely in accordance with the *Privacy and Responsible Information Sharing Act 2024 (WA)* and applicable legislation.

Policy Statement

DEFINITIONS

Personal Information

Information or an opinion about an identified or reasonably identifiable individual.

Sensitive Information

Personal information requiring additional protection under legislation, such as health, racial or ethnic origin, religious beliefs, criminal history or political opinions.

Unique Identifier

A number, code or identifier assigned to an individual for administrative or operational purposes.

De-identified Information

Information that has been modified so an individual can no longer be reasonably identified.

Notifiable Information Breach

A personal information breach that must be reported under applicable legislation because it is likely to cause serious harm to an individual or meets mandatory notification requirements.

1. PRIS PRINCIPLES

The Shire is committed to managing personal information and sharing information in accordance with the following principles:

- **Lawful** – authorised by legislation and applicable requirements.
- **Necessary** – required to support a legitimate purpose or function.
- **Proportionate** – limited to the information reasonably required.
- **Transparent** – communicated clearly through appropriate processes and notices.
- **Secure** – protected from unauthorised access, disclosure or misuse.
- **Accurate** – maintained as relevant, complete and up to date.
- **Responsible** – considers privacy risks and potential impacts on individuals.
- **Accountable** – documented appropriately and capable of review.

2. COLLECTION OF PERSONAL INFORMATION

The Shire collects personal information where reasonably necessary to perform its functions, deliver services, administer local government operations, comply with legislative obligations and support community wellbeing and safety.

Personal information may be collected through service requests, applications, correspondence, complaints, community engagement activities, employment processes, use of Shire facilities and services, digital platforms, CCTV systems, website analytics and other authorised business activities.

The Shire will only collect sensitive information where authorised by law, reasonably necessary to perform its functions or where consent is required and has been obtained.

Where practicable, personal information will be collected directly from the individual concerned.

3. USE AND DISCLOSURE OF PERSONAL INFORMATION

The Shire will only use or disclose personal information for the purpose for which it was collected, for a related purpose an individual would reasonably expect, or where otherwise authorised or required by law.

Personal information may be used to deliver services, administer local government functions, undertake compliance activities, and meet legislative obligations.

The Shire may disclose personal information to government agencies, contractors, service providers or other authorised entities where necessary to perform its functions or where required or permitted by law.

4. INFORMATION SECURITY AND RECORD KEEPING

The Shire will take reasonable administrative, physical and technical measures to protect personal information from misuse, loss, unauthorised access, modification, disclosure or destruction.

Records containing personal information will be created, maintained, retained and disposed of in accordance with applicable legislation, approved retention and disposal authorities, and the Shire's records management practices.

5. UNIQUE IDENTIFIERS AND DE-IDENTIFIED INFORMATION

The Shire may assign unique identifiers to individuals, records and transactions where necessary to administer its functions, deliver services, meet legislative obligations and maintain accurate records.

Where appropriate, the Shire may use de-identified or aggregated information for planning, reporting, statistical analysis and service improvement purposes.

6. ACCESS AND CORRECTION OF PERSONAL INFORMATION

Individuals may request access to, or correction of, their personal information held by the Shire, subject to any legislative limitations.

The Shire will take reasonable steps to ensure personal information is accurate, complete and up to date, and will manage access and correction requests in accordance with applicable legislation.

7. ROLES AND RESPONSIBILITIES

Elected Members

- Provide strategic governance and policy direction.
- Maintain the confidentiality of personal information.
- Have no operational role in privacy or information sharing decisions.

Chief Executive Officer

- Ensures the Shire meets its PRIS obligations.
- Establishes appropriate governance, oversight and compliance arrangements.
- Promotes a culture of responsible information handling.

Managers and Authorised Officers

- Make information sharing decisions within their delegated authority.
- Monitor and support compliance with PRIS requirements by staff within their area of responsibility.
- Assess and manage associated risks.
- Escalate complex or high-risk matters to the CEO.

All Employees, Contractors and Volunteers

- Comply with this policy and applicable legislative requirements.
- Handle personal information responsibly and maintain confidentiality.
- Seek advice when unsure and report suspected privacy breaches.
- Document information sharing decisions where required.

8. COMPLAINTS AND BREACHES

The Shire takes privacy complaints and information breaches seriously and will investigate suspected or confirmed incidents in a timely manner.

Where an information breach occurs, the Shire will take reasonable steps to contain the incident, assess potential impacts, minimise harm, and comply with applicable reporting and notification requirements.

Where an incident meets the threshold of a notifiable information breach, the Shire will notify affected individuals, the Information Commissioner, and any other relevant authorities as required by law.

9. LEGISLATIVE REFERENCES

- Privacy and Responsible Information Sharing Act 2024 (WA)
- Information Commissioner Act 2024 (WA)
- Freedom of Information Act 1992 (WA)
- State Records Act 2000 (WA)

– *End of Policy*

ADOPTED: 20 AUGUST 2026