

Privacy and Responsible Information Sharing Policy

Purpose

This Policy establishes the Shire's commitment to protecting personal information and ensuring it is collected, used, disclosed, stored and shared lawfully, responsibly and transparently.

It provides the framework for compliance with the *Privacy and Responsible Information Sharing Act 2024* ("the PRIS Act"), the Information Privacy Principles, and applicable regulations, codes, standards and guidelines.

Definitions

Information Privacy Principle means an information privacy principle set out in Schedule 1 of the PRIS Act.

Personal Information has the meaning given in the PRIS Act.

Privacy Impact Assessment is an assessment undertaken to identify and manage privacy risks associated with a function, activity, project, system or proposal.

Responsible Information Sharing is the lawful sharing of information for authorised purposes in accordance with the PRIS Act and any associated requirements.

Privacy Officer is the officer designated by the Chief Executive Officer under the PRIS Act 2024.

The PRIS Act means the *Privacy and Responsible Information Sharing Act 2024*

Scope

This Policy applies to all Council Members, employees, contractors, consultants, volunteers, committee members and any person acting on behalf of the Shire.

It applies to all personal and de-identified information handled by the Shire, including information that is collected, created, received, stored, used or disclosed.

Policy

The Shire recognises individuals' right to privacy and is committed to managing personal information in a lawful, fair and transparent manner.

The Shire will:

- comply with the PRIS Act and Information Privacy Principles;
- collect only information necessary for its functions;
- ensure information is accurate, secure and appropriately retained;
- provide access and correction rights where required; and
- embed privacy, transparency and continuous improvement into its practices.

Principles

1. Lawful Collection and Transparent Collection

Personal information will be collected only where necessary, by lawful and fair means. Individuals will be informed of the purpose of collection, how their information will be used or disclosed, and how they can access or correct it.

2. Use and Disclosure

Personal information will only be used or disclosed for its intended purpose, a directly related purpose reasonably expected by the individual, with consent, or where authorised by law.

3. Data Quality and Security

Reasonable steps will be taken to ensure personal information is accurate, current and complete, and protected from unauthorised access, misuse, loss or disclosure.

4. Accountability

The Shire will maintain appropriate governance arrangements, responsibilities and oversight to support compliance with privacy obligations.

Responsible Information Sharing

The Shire recognises that appropriate information sharing supports service delivery, decision-making and community outcomes.

Information sharing will only occur where it is lawful, necessary and proportionate, and will be undertaken in a way that protects privacy and confidentiality.

All information sharing must be appropriately documented, governed and, where required, supported by formal agreements. The Shire will not disclose personal information solely because it may be useful to another organisation.

Privacy by Design

Privacy will be integrated into the design and review of systems, technologies, projects, procurement activities, services and information sharing initiatives.

Privacy Impact Assessments will be undertaken where required or where there is a risk of significant privacy impact.

Roles and Responsibilities

Council - Responsible for adopting this Policy, providing strategic oversight, and promoting a culture of privacy.

Chief Executive Officer - Responsible for ensuring appropriate systems, resources and governance arrangements are in place.

Privacy Officer - Responsible for monitoring compliance, managing privacy frameworks and complaints, supporting privacy impact assessments, and providing advice, training and guidance.

Information Sharing Officer - Responsible for overseeing information sharing arrangements and ensuring compliance with the PRIS Act.

Employees and Representatives - All personnel must comply with this Policy, protect personal information, report incidents and complete required training.

Access and Correction

The Shire will maintain processes to enable individuals to access and correct their personal information in accordance with legislative requirements.

Complaints

The Shire will maintain a process for managing privacy complaints in accordance with the PRIS Act.

Training and Awareness

The Shire will provide appropriate privacy and information handling training to relevant employees.

Monitoring and Review

An annual Privacy Compliance Report will be provided to the Audit, Risk and Improvement Committee.

Authorisation Details

References:	<i>Privacy and Responsible Information Sharing Act 2024</i> <i>Privacy and Responsible Information Sharing (Privacy) Regulations 2025</i> <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i> <i>Local Government Act 1995</i> Information Breach Management Procedure Privacy Complaint Procedure		
Authorised by:	Council		
Date:	3 July 2026	Minute No.	2026/155
Review/Amendment Date		Minute No.	
Next Review	Every two years		
Responsible Directorate	Executive Services		
Responsible Officer	Manager Governance, Risk and Procurement		
File No.			