

Policy Number	Policy Title
CP50	Privacy and Responsible Information Sharing

OBJECTIVE

The Shire of Irwin is committed to protecting your privacy. This policy outlines how we collect, use, disclose and protect your personal information in accordance with the *Privacy and Responsible Information Sharing Act 2024 (WA)* (PRIS Act).

POLICY

This Policy establishes clear and transparent practices for the collection, use, storage, security, disclosure and disposal of personal information, and sets out the Shire's approach to responsible information sharing and management of information breaches.

POLICY STATEMENT

The Shire of Irwin recognises the importance of protecting personal information and is committed to managing information in a manner that is lawful, transparent, secure and consistent with community expectations and legislative requirements.

In fulfilling its statutory functions and delivering services to the community, the Shire will:

- collect, use and retain only the personal information reasonably necessary to perform its functions, deliver services and meet legislative obligations;
- manage personal information in accordance with the Information Privacy Principles established under the PRIS Act and other applicable legislation;
- use and disclose personal information only for authorised purposes or where otherwise permitted or required by law;
- implement appropriate governance, administrative and security measures to safeguard personal and sensitive information against unauthorised access, use, disclosure, alteration or loss;
- ensure information sharing is undertaken lawfully, responsibly and in the public interest, in accordance with legislative requirements and approved information-sharing arrangements;
- facilitate access to, and correction of, personal information in accordance with the rights and processes established under the PRIS Act and the *Freedom of Information Act 1992*;
- take reasonable steps to ensure that personal information is not disclosed outside Australia unless authorised by law and appropriate safeguards are in place;
- manage the use of website technologies, including cookies, analytics and third-party services, in a transparent manner consistent with applicable privacy obligations; and
- maintain processes for identifying, managing and responding to privacy incidents and eligible data breaches, including notification requirements under the PRIS Act where applicable.

The Shire is committed to fostering a culture of privacy awareness, accountability and responsible information management across the organisation.

SCOPE

This policy applies to all Council members, employees, external partners, contracted service providers, and volunteers who have access to, and are responsible, for the management of information on behalf of the Shire.

ROLES AND RESPONSIBILITIES

Role	Responsibility
Council	• Adopt and review this Policy
CEO	• Ensure organisational compliance with the PRIS Act • Allocate appropriate resources • Report significant privacy risks or breaches to Council
All Employees, Volunteers and Council Members	• Comply with this Policy and the IPPs • Report suspected breaches immediately • Use approved channels for information sharing

Privacy (Governance) Officer	• Monitor privacy governance and complaints • Coordinate breach responses • Liaise with the Office of the Information Commissioner (WA) • Support staff in privacy matters
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Note: The CEO may designate these roles within existing positions.

WHAT THE SHIRE COLLECTS

The Shire of Irwin collects personal information where it is reasonably necessary to perform its statutory functions, deliver services, administer programs and facilities, undertake regulatory activities, and meet legislative obligations.

Personal information may be collected directly from an individual through a range of interactions with the Shire, including applications, forms, correspondence, telephone enquiries, online transactions, service requests, registrations, consultations, feedback processes and participation in community programs or events.

The types of personal information collected may include an individual's name, contact details, property information, service request details, application information and, where relevant to a particular service, program or legislative requirement, date of birth or limited health information.

The collection of personal information may be authorised or required under various legislative instruments, including but not limited to the *Local Government Act 1995*, *Dog Act 1976*, *Cat Act 2011*, and other applicable State and Commonwealth legislation.

HOW WE COLLECT INFORMATION ONLINE

Collection of information through online services: The Shire of Irwin may collect limited information through its websites, online services and digital communication channels to support service delivery, website functionality and community engagement.

Website Usage and Analytics: The Shire's websites may use cookies, analytics tools and similar technologies to monitor website performance and improve online services. Information collected may include IP addresses, browser information and website usage data.

Third-Party Services: The Shire may utilise third-party providers to deliver online services. Information collected through these services may be subject to the privacy policies and terms of the relevant provider.

Social Media: The Shire uses social media platforms to communicate and engage with the community. Information shared through these platforms may also be subject to the privacy policies and terms of the relevant platform.

USE, DISCLOSURE AND INFORMATION SHARING

The Shire of Irwin collects, uses and discloses personal information to deliver services, administer programs and facilities, manage community assets, process rates and fees, respond to enquiries and requests, undertake planning and service improvement activities, and fulfil its statutory and regulatory obligations.

Personal information will only be used or disclosed for the purpose for which it was collected, a directly related purpose, or as otherwise authorised or required by law, in accordance with the Information Privacy Principles detailed in this Policy.

The Shire may share or disclose information where authorised or required by law and subject to appropriate privacy, security and governance safeguards.

The PRIS Act establishes a framework that enables State and Local Government agencies to share information, including personal information, for approved public interest purposes. Where information sharing is undertaken, the Shire may implement appropriate controls, including information-sharing agreements, data-sharing arrangements or other governance mechanisms to support the secure and responsible handling of information.

The Shire does not ordinarily disclose personal information outside Australia unless authorised by law and appropriate safeguards are in place.

Information is retained only for as long as needed to fulfil the purpose the Shire collected it for and to meet legal, regulatory, and recordkeeping requirements, after which it is securely destroyed or archived.

INFORMATION PRIVACY PRINCIPLES (IPPs)

Under the PRIS Act, the Shire is required to comply with 11 'Information Privacy Principles'. These principles establish the framework for the lawful collection, use, storage, security, disclosure and management of personal information.

- **IPP 1 – Collection:** The Shire collects personal information only where it is necessary for its functions, activities, services or legal obligations.
- **IPP 2 – Use and Disclosure:** The Shire uses and discloses personal information only for the purpose for which it was collected, a directly related purpose, or where otherwise authorised or required by law.
- **IPP 3 – Information Quality:** The Shire takes reasonable steps to ensure that personal information collected, used or disclosed is accurate, complete and up to date.
- **IPP 4 – Information Security:** The Shire takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.
- **IPP 5 – Openness and Transparency:** The Shire maintains a publicly available privacy policy that explains how personal information is managed.
- **IPP 6 – Access and Correction:** From 1 July 2026, individuals may request access to, and correction of, personal information held by the Shire. The Shire will manage requests in accordance with the PRIS Act. Individuals may also seek access to documents under the *Freedom of Information Act 1992 (WA)*.
- **IPP 7 – Unique Identifiers:** The Shire assigns unique identifiers only where necessary for its functions or activities.
- **IPP 8 – Anonymity:** Where lawful and practicable, the Shire will provide individuals with the option of interacting anonymously or by using a pseudonym.
- **IPP 9 – Disclosure Outside Australia:** The Shire does not ordinarily disclose personal information outside Australia unless authorised by law and appropriate safeguards are in place.
- **IPP 10 – Automated Decision-Making:** The Shire does not ordinarily make significant decisions about individuals using automated systems or artificial intelligence. Where such tools are considered in future, appropriate assessment, transparency and governance measures will be applied.
- **IPP 11 – De-identified Information:** Where the Shire holds, uses or shares de-identified information, reasonable steps will be taken to reduce the risk of re-identification.

ACCESS TO AND CORRECTION OF PERSONAL INFORMATION

From 1 July 2026, individuals will have the right to request access to personal information held by the Shire and to request the correction of personal information that is inaccurate, out-of-date, incomplete, misleading or irrelevant.

The Shire will manage access and correction requests in accordance with the requirements of the PRIS Act including Part 2, Division 4 and Information Privacy Principle 6.

The *Freedom of Information Act 1992 (WA)* will continue to operate alongside the PRIS Act, and individuals may continue to apply for access to documents under that legislation where appropriate.

PRIVACY COMPLAINTS AND INFORMATION BREACHES

Individuals who have concerns regarding the collection, use, disclosure or management of personal information by the Shire are encouraged to raise those concerns with the Shire's Privacy (Governance)

FURTHER INFORMATION

Questions regarding this Policy, the Shire's privacy obligations, the management of personal information, or the exercise of privacy rights may be directed to the Shire of Irwin using the contact details below:

Shire of Irwin

Address: 11-13 Waldeck Street, Dongara WA 6525

Telephone: 08 9927 0000

Email: reception@irwin.wa.gov.au

Website: www.irwin.wa.gov.au

The Shire's Privacy (Governance) Officer can provide information regarding privacy complaints, access and correction requests, information-sharing practices, and the Shire's obligations under the PRIS Act.

Where a complainant is dissatisfied with the outcome of the Shire's response, a complaint may be referred to the Western Australian Information Commissioner in accordance with the PRIS Act.

From 1 January 2027, the Shire will be required to comply with the mandatory reporting obligations for eligible information breaches under the PRIS Act, including notification to the Information Commissioner and affected individuals where required by law.

REVIEW and MONITORING

This Policy will be reviewed every three years, or earlier if:

- Legislative changes occur;
- Governance requirements change; OR
- Significant privacy reforms or directions are issued.

Compliance monitoring will be undertaken by the Chief Executive Officer, with significant privacy risks or incidents reported to the Audit, Risk and Improvement Committee and Council as appropriate.

Date of Adoption:	23 June 2026	Adoption Ref:	100626
Date of Review:		Review frequency:	Every 3 years
Responsible Directorate:	Office of the CEO		
Legislation:	<i>Privacy and Responsible Information Sharing Act 2024 (WA)</i> <i>Freedom of Information Act 1992 (WA)</i> <i>Local Government Act 1995 (WA)</i>		
Related Management Policy and/or Procedure:	CP24 – Record Keeping CP48 – Recording of Council Meetings Freedom of Information Statement		