



PRIVACY AND RESPONSIBLE INFORMATION SHARING POLICY

Policy Statement

The Shire of Cue is committed to protecting individuals' privacy and handling information lawfully, securely and responsibly.

The Shire will manage personal and government information in accordance with the Privacy and Responsible Information Sharing Act 2024, the Information Privacy Principles and other applicable legislation.

Policy Scope

This Policy applies to:

- Council members;
- employees, volunteers, contractors and consultants;
- personal and government information held by, or on behalf of, the Shire; and
- information collected through written, verbal, physical, digital and online channels.

Definition

Personal information means information or an opinion, whether true or not and whether recorded or not, that relates to an individual, living or deceased, whose identity is apparent or can reasonably be ascertained from the information or opinion.

Policy Statement



The Shire will:

- only collect personal information that is reasonably necessary for its functions and activities;
- collect information fairly and in a manner that is not unreasonably intrusive;
- explain why information is being collected and how it may be used or disclosed;
- generally use information only for the purpose for which it was collected;
- take reasonable steps to ensure information is accurate, complete and current;
- protect information from loss, misuse and unauthorised access, use, modification or disclosure;
- retain and dispose of information in accordance with legislative and recordkeeping requirements; and
- responsibly share information where there is lawful authority, a clear public benefit and appropriate safeguards.

Collection of Information

The Shire collects personal information to deliver services, administer its operations and meet its statutory responsibilities.

Information collected may relate to:

- properties, rates and payments;
- planning, building and development;
- animals and ranger services;
- waste, roads and infrastructure;
- cemetery and caravan park services;
- community facilities, events and programs;
- youth and library services;
- complaints, enquiries and compliance matters;
- CCTV, photographs and recordings;
- employment, volunteers and contractors;
- Council and committee administration; and
- community consultation and engagement.

Information may be collected directly from an individual, from an authorised representative, through Shire forms and systems, from service providers acting on the Shire's behalf, or from another person or public authority where authorised or required by law.

The Shire will provide an appropriate collection notice at or before the time personal information is collected, or as soon as reasonably practicable afterwards.



Use and Disclosure of Information

Personal information will generally only be used or disclosed for the purpose for which it was collected.

The Shire may use or disclose information for another purpose where:

- the individual has consented;
- the purpose is related to the original purpose and would reasonably be expected;
- the use or disclosure is authorised or required by law;
- it is necessary to protect public safety or respond to an emergency; or
- another exception under the Information Privacy Principles applies.

Information may be provided to government agencies, local governments, contractors, service providers or other organisations where necessary to deliver services or perform the Shire's functions.

The Shire will not access, use or disclose information for personal, political, improper or unauthorised commercial purposes.

Responsible Information Sharing

The Shire may share government information where sharing is authorised or required by law or permitted under the responsible information-sharing framework established by the PRIS Act.

Information-sharing decisions will consider:

- the purpose and expected public benefit;
- whether sharing is necessary and proportionate;
- privacy, security and confidentiality risks;
- whether less information or de-identified information could be used; and
- appropriate controls over access, storage, use and disposal.

Information shared under the PRIS Act will be subject to the required assessments, safeguards and agreements.

Digital Services and Service Providers

The Shire may use websites, social media, online forms, payment systems, sms, survey platforms, cloud services and other third-party systems.

The Shire will take reasonable steps to ensure contractors and service providers protect personal information and only use it for authorised purposes.



External platforms may also be subject to their own privacy policies and terms of use.

Storage, Security and Retention

The Shire will take reasonable steps to protect information through appropriate physical, administrative and technical safeguards.

Access will be limited to people who require the information to perform their duties.

Information will be retained and disposed of in accordance with the **State Records Act 2000**, the Shire's Record Keeping Plan and applicable retention and disposal authorities.

Personal information that is no longer required and is not required to be retained by law will be securely destroyed or permanently de-identified.

Access, Correction and Complaints

Individuals may contact the Shire's Privacy Officer to enquire about personal information held about them.

Formal applications to access documents or amend personal information that is inaccurate, incomplete, out of date or misleading may be made under the Freedom of Information Act 1992.

Privacy concerns or complaints should first be made to the Shire. Complaints will be assessed and responded to in accordance with the PRIS Act and the Shire's complaints-handling procedures.

A person who is dissatisfied with the Shire's response may be able to make a complaint to the Office of the Information Commissioner.

Automated Decision-Making

At the date of adoption of this Policy, the Shire does not use personal information in an automated decision-making process to make decisions that significantly affect individuals.

The Shire will review this Policy and undertake the required assessments before introducing any such process.



Information Breaches

Actual or suspected privacy or information-security breaches must be reported promptly and managed in accordance with the Shire's Information Breach Response Procedure.

The Shire will contain and assess breaches, reduce the risk of harm and make notifications where required by law.

Governance

The Chief Executive Officer will designate a suitably senior:

- **Privacy Officer**, to coordinate privacy compliance, complaints, assessments and breach management; and
- **Information Sharing Officer**, to coordinate responsible information-sharing activities.

Council members, employees, contractors and volunteers must comply with this Policy and promptly report suspected privacy or information-security breaches.

The PRIS Act requires public entities to designate both roles at the principal or senior-officer level.

Contact Details

Privacy Officer

Shire of Cue
73 Austin Street
Cue WA 6640

Postal address: PO Box 84, Cue WA 6640

Phone: (08) 9963 8600

Email: shire@cue.wa.gov.au

Related Legislation and Documents

- Privacy and Responsible Information Sharing Act 2024



- Freedom of Information Act 1992
- State Records Act 2000
- Local Government Act 1995
- Shire of Cue Record Keeping Plan
- Shire of Cue Collection Notices
- Shire of Cue Privacy Complaint Procedure
- Shire of Cue Information Breach Response Procedure

Document Control					
Document Responsibilities CEO					
Owner	CEO	Reviewer	CEO	Decision Maker	Council
Document Management:					
Adoption Details	07082026	Review Frequency	Bi	Next Due	07082028
Review Version	Decision Reference	Synopsis			