

Privacy and Responsible Information Sharing

Shire of Donnybrook Balingup Council Policy EXE/CP-18



Strategic Outcome Supported: 11.1 Provide strategically focused, open and accountable governance

OBJECTIVE

1. To establish the Shire of Donnybrook Balingup's commitment to protecting personal information and implementing the requirements of the *Privacy and Responsible Information Sharing Act 2024 (WA)* (PRIS Act), while progressively developing the governance frameworks, policies, procedures and systems required to achieve full compliance.
2. The policy ensures that:
 - a. Information is shared where lawful and appropriate.
 - b. Clear and Transparent practices for collection, storage, use, disclosure and disposal of personal information.

SCOPE

3. This policy applies to:
 - a. Elected Members;
 - b. Shire Employees;
 - c. Contractors and consultants engaged by the Shire;
 - d. Volunteers acting on behalf of the Shire; and
 - e. All functions, services, programs, records, systems and activities involving the collection, storage, use, disclosure or management of personal information.

DEFINITIONS

4. **CEO** means the Chief Executive Officer of the Shire of Donnybrook Balingup.
5. **Shire** means the Shire of Donnybrook Balingup.
6. **PRIS Act** means the *Privacy and Responsible Information Sharing Act 2024 (WA)*.
7. **Personal Information** includes name, date of birth, address, contact information, location information and unique identifiers that relate to someone's features or behaviours. It includes information about a deceased person and inferences made about people.
8. **Sensitive Personal Information** includes information that relates to an individual's racial or ethnic origin, gender, sex, political, religion or criminal record. It also includes health and genetic information.
9. **Information Sharing** means information that is disclosed or exchanged by the Shire to another person, organisation by means of verbal, written or electronically.
10. **Information Breach** is when there is unauthorised access, disclosure or loss of information.

11. **Privacy Impact Assessment (PIA)** means an assessment undertaken to identify and manage privacy risks associated with a project, activity, service or system.
12. **IPP Entity** means an entity required to comply with the Information Privacy Principles under the PRIS Act.
13. **Information Privacy Principles (IPPs)** means the Information Privacy Principles established under the *Privacy and Responsible Information Sharing Act 2024*.

POLICY STATEMENTS

Commitment to Privacy

13. The Shire recognises that personal information must be collected, managed, used, disclosed, stored and protected in a responsible and lawful manner.
14. The Shire is committed to implementing the requirements of the PRIS Act and supporting the privacy rights of community members, employees, contractors and stakeholders.

Transitional Implementation

15. Council acknowledges that the PRIS Act introduces significant new privacy and information sharing obligations for local governments.
16. The Shire is actively working towards implementation of the legislative requirements through a staged and risk-based approach. This includes the progressive development of:
 - a. Privacy governance arrangements;
 - b. Privacy and information management policies;
 - c. Information breach response processes;
 - d. Privacy impact assessment processes;
 - e. Information sharing frameworks;
 - f. Staff awareness and training programs;
 - g. Registers and reporting mechanisms; and
 - h. Other procedures and systems required to support compliance.

Continuous Improvement

17. The Shire will regularly review its privacy practices and governance arrangements to improve compliance with legislative requirements and recognised best practice.

Information Governance

18. The Shire will:
 - a. Take reasonable steps to safeguard personal information;
 - b. Promote responsible and transparent information handling practices;
 - c. Consider privacy impacts when introducing new systems, services or projects;

- d. Respond appropriately to suspected information breaches; and
- e. Develop processes that support responsible information sharing where permitted by law.

Accountability

19. The Chief Executive Officer is responsible for ensuring that appropriate resources, governance arrangements and operational procedures are progressively established to support compliance with privacy and information sharing legislation.

Future Frameworks

20. Council acknowledges that supporting operational frameworks, procedures and guidelines may be developed, amended or implemented from time to time under the authority of the Chief Executive Officer to facilitate compliance with this policy and the PRIS Act.

DELEGATION AND AUTHORISATION

21. Council authorises the Chief Executive Officer to:
- a. Develop, implement and amend administrative procedures and operational frameworks required to support this policy;
 - b. Appoint appropriate officers to coordinate privacy and information sharing functions; and
 - c. Undertake actions necessary to support the Shire's ongoing implementation of the PRIS Act.

LEGISLATION

- *Privacy and Responsible Information Sharing Act 2024*
- *Local Government Act 1995*
- *Freedom of Information Act 1992*
- *State Records Act 2000*

APPENDIX

22. Nil.

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GOVERNANCE

Related Policy(s):

- Records Management (ADM/CP-1)
- ICT User Access Policy
- ICT Acceptable Use Policy
- Information Security Policy

Related Procedure(s):

- Privacy Procedure
- Information Breach Response Procedure
- Privacy Impact Assessment Procedure
- Information Sharing Procedure

Revision Requirements and Version Control:

Responsible Department(s):		Executive		
Review to be conducted by:		Corporate Information Officer		
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