

1. Purpose

The purpose of this policy is to outline the Shire of Boddington's (Shire) commitment to protecting personal information and ensuring information is collected, used, disclosed and managed responsibly in accordance with applicable legislation.

This policy establishes the Shire's privacy obligations and the responsibilities of those who handle personal information on behalf of the Shire.

2. Scope

This policy applies to:

- Elected Members;
- employees;
- contractors;
- consultants;
- volunteers; and
- any person acting on behalf of the Shire.

It applies to all personal information collected, held or managed by the Shire in carrying out its functions and delivering services to the community.

3. Definitions

Term	Definition
Personal Information	Information or an opinion about an identified individual or an individual who is reasonable identifiable.
Privacy Breach	Unauthorised access to, disclosure of, loss of, or misuse of personal information.
Information Privacy Principles (IPPs)	Principles established under the <i>Privacy and Responsible Information Act 2024</i> that sets out the requirements for the collection, storage, use, disclosure and management of personal information.

4. Policy Statement

The Shire recognises the importance of protecting personal information and is committed to managing information in accordance with applicable privacy obligations.

The Shire:

- collects personal information only where necessary to perform its functions or provide services;
- collects information lawfully and provides appropriate notice regarding its collection and use;
- ensures personal information is accurate and securely managed;
- only uses personal information for authorised purposes;

- only discloses personal information where permitted or required by law;
- provides individuals with appropriate access to their personal information and allows correction where required;
- protects personal information from unauthorised access, loss, misuse or disclosure; and
- responds appropriately to privacy concerns and breaches.

Collection of Personal Information

The Shire collects personal information to undertake legislative responsibilities, provide services, administer programs and manage interactions with the community.

Personal information collected by the Shire may include contact details, property and rating information, applications and correspondence, customer service records, employment-related information and other information required to deliver specific services.

Where required, the Shire advises individuals why information is collected and how it may be used.

Use and Disclosure of Personal Information

The Shire uses personal information only for the purpose for which it was collected, or for another lawful purpose permitted by legislation.

Personal information may be disclosed where an individual has provided consent, where disclosure is required or authorised by law, where disclosure is necessary to perform a lawful function, or where disclosure is otherwise permitted under applicable legislation.

The Shire takes reasonable steps to ensure personal information is accessed and disclosed only by authorised persons.

Security and Management of Information

The Shire implements reasonable measures to protect personal information from unauthorised access, use, disclosure, alteration, loss or destruction.

Information is managed in accordance with:

- applicable privacy obligations;
- records management requirements; and
- the Shire's information security practices.

Privacy Breaches

The Shire assesses and responds appropriately to suspected privacy breaches in accordance with applicable legislation and internal procedures.

Where required, the Shire takes reasonable steps to contain the breach, assess potential impacts, notify affected persons or relevant authorities where required by law and implement improvements

to reduce the likelihood of recurrence.

Responsibilities

The Chief Executive Officer is responsible for:

- ensuring appropriate systems are in place;
- establishing appropriate procedures; and
- providing adequate resources to support compliance with privacy obligations.

All persons handling personal information on behalf of the Shire are responsible for:

- protecting personal information;
- accessing personal information only where required for their role;
- maintaining confidentiality; and
- promptly reporting suspected privacy breaches.

Privacy Complaints

Individuals who believe their personal information has not been managed appropriately may lodge a privacy complaint with the Shire in the first instance.

The Shire assesses and responds to privacy complaints in accordance with applicable legislation and internal procedures.

Responsible Officer	Executive Manager Corporate Services	
Delegated Authority	Nil	
Relevant Legislation	<i>Privacy and Responsible Information Sharing Act 2024</i> <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i>	
Related Documentation	Shire of Boddington Privacy Statement Privacy Breach Response: Procedure Responsible Information Sharing: Council Policy Recordkeeping Plan	
Version Control	History	Review Frequency
	Introduced August 2026 (103/26)	2 years

Document Control Statement – The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at [Council Policies » Shire of Boddington](#) to ensure that you have the current version. Alternatively, you may contact the Governance Team.