

1. Purpose

This policy establishes the Shire of Boddington's (Shire) approach to responsible information sharing. It provides a framework for lawful, secure and accountable sharing of information held, collected, created or managed by the Shire.

2. Scope

This policy applies to:

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

This policy applies to information held, collected, created or managed by the Shire, including information shared with other government agencies, public bodies, service providers and authorised organisations where such sharing is permitted by law.

3. Definitions

Term	Definition
Information Sharing	The provision of information held by the Shire to another person, organisation
Personal Information	Information or an opinion about an identified individual or an individual who is reasonably identifiable.
Information Sharing Agreement	A documented agreement that outlines the purpose, conditions and responsibilities associated with sharing information.
Confidential Information	Information that is not publicly available and requires protection due to its nature, sensitivity or legal obligations.

4. Policy Statement

Responsible information sharing supports effective service delivery, informed decision-making and positive community outcomes.

The Shire supports responsible information sharing that is lawful, authorised, necessary, proportionate and undertaken in a manner that protects personal and confidential information.

Information Sharing Requirements

Information is shared where there is lawful authority and a legitimate business, community or public purpose.

The extent of any disclosure is limited to the information reasonably necessary for that purpose. Information is transferred through secure means, and an appropriate record of the decision and disclosure is maintained.

Formal Information Sharing Arrangements

Where information is shared with another organisation on an ongoing or structured basis, an appropriate Information Sharing Agreement may be established. The agreement documents the authorised purpose and scope of the sharing, the responsibilities of each party, applicable privacy and security controls, and review requirements.

Requests for Information

Requests for information are assessed against the purpose of the request, the Shire’s lawful authority to disclose the information, applicable privacy and confidentiality obligations, and any risks associated with disclosure. Information may be withheld where disclosure is not authorised or is inconsistent with the Shire’s legislative and organisational obligations.

Responsibilities

The Chief Executive Officer is responsible for:

- ensuring appropriate systems are in place;
- establishing appropriate procedures; and
- providing adequate resources to support responsible information sharing across the Shire.

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

- confirming authority before disclosing information;
- protecting personal and confidential information;
- following approved processes;
- maintaining accurate records of decisions and disclosures; and
- promptly reporting suspected privacy or information security incidents through the appropriate internal process.

Information Sharing and Privacy

This policy does not limit the Shire’s obligations under the *Privacy and Responsible Information Sharing Act 2024*, the *Freedom of Information Act 1992* or other applicable legislation.

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	Privacy: Council Plan Recordkeeping Plan	
Version Control	History	Review Frequency

	Introduced August 2026 (103/26)	2 years
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