

PURPOSE

This policy outlines how the Shire of Manjimup manages personal information in accordance with the *Privacy and Responsible Information Sharing* (PRIS) legislation (WA).

The requirements of the Privacy and Responsible Information Sharing (PRIS) legislation have not yet commenced, but the Shire of Manjimup has drafted this Privacy Policy in anticipation of the law coming into effect.

This policy is publicly available and will be provided to any person on request.

SCOPE

This policy applies to:

- All employees, contractors, and volunteers
- All systems, records, and information assets containing personal information

DEFINITIONS

Personal Information: Information or opinion about an identified or reasonably identifiable individual.

Sensitive Information: Personal information requiring a higher level of protection (as defined under PRIS).

Information Sharing: Disclosure of information between entities as permitted under PRIS legislation.

POLICY MEASURES

1. Information Collection

1.1 Collection Principles

We will:

- Collect personal information only where necessary for our functions or activities
- Collect information by lawful and fair means
- Collect directly from individuals where practicable

1.2 Types of Information Collected

- Identity and contact details
- Service-related information
- Website usage data (non-identifiable unless required)

2. Use of Personal Information

Personal information will only be used:

- For the primary purpose of collection
- For a related secondary purpose where permitted
- With consent, or where authorised by law
- Automated Decision Making – where automated decision-making is used, individuals may request information about how these decisions are made.

3. Disclosure and Information Sharing

3.1 General Disclosure

We may disclose personal information:

- Internally to authorised personnel
- To contractors or service providers
- Where required or authorised by law

3.2 PRIS Information Sharing

Information may be shared in accordance with PRIS legislation where:

- It supports service delivery, wellbeing, or safety outcomes
- It is proportionate and relevant
- Appropriate safeguards are applied

4. Data Quality

We will take reasonable steps to ensure personal information is:

- Accurate
- Up to date
- Complete
- Relevant

5. Data Security

5.1 Protection Measures

We implement:

- Access controls and user permissions
- Secure IT systems and network protections
- Physical security measures

- Staff training and awareness

5.2 Retention and Disposal

Information will be retained and disposed of in accordance with:

- State Records requirements
- Approved retention and disposal schedules

6. Access and Correction

Individuals have the right to:

- Request access to their personal information
- Request correction of inaccurate or incomplete information

Requests will be managed in accordance with applicable legislation and internal procedures.

7. Transparency and Notification

We will take reasonable steps to notify individuals of:

- The purpose of collection
- How their information will be used or disclosed
- Their rights of access and correction

8. Website and Cookies

- Cookies may be used to enhance functionality and analyse usage
- Data collected is generally non-identifiable
- Users may disable cookies via browser settings

9. Governance and Accountability

9.1 Responsibilities

- All staff: Comply with this policy
- Managers: Ensure team compliance
- Designated Privacy Officer: Oversee implementation and compliance

9.2 Breach Management

All suspected privacy breaches must be:

- Reported immediately
- Assessed and managed in line with internal procedures

- Escalated where required

10. Training and Awareness

Staff will receive:

- Privacy and PRIS awareness training
- Role-specific guidance where required

11. Policy Review

This policy will be:

- Reviewed regularly
- Updated in line with legislative or operational changes

12. Contact

Privacy enquiries should be directed to: Director – Business Directorate

Document Control					
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Reviewer:	Director Business		Decision Maker:	Council	
Document Management:					
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1.	24 June 2026 / 29933		Introduction of new policy for PRIS Act		

Website Privacy Statement (Public-Facing)

Privacy Statement

The Shire of Manjimup is committed to protecting your privacy and managing personal information in accordance with the *Privacy and Responsible Information Sharing* (PRIS) legislation (WA).

The requirements of the Privacy and Responsible Information Sharing (PRIS) legislation have not yet commenced, but the Shire of Manjimup has drafted this Privacy Policy in anticipation of the law coming into effect.

The full Privacy Policy is publicly available and will be provided to any person on request.

What we collect

We may collect personal information such as your name, contact details, and any information you provide when contacting us or using our services.

Why we collect it

We collect and use your information to:

- Respond to your enquiries
- Provide services and information
- Meet our legal obligations

How we share information

We may share your information:

- With authorised staff and service providers
- Where required or authorised by law
- In accordance with PRIS information sharing provisions
- Automated Decision Making - where automated decision-making is used, individuals may request information about how these decisions are made.

Website usage

We may use cookies and analytics to improve our website. This data does not identify you personally.

Your rights

You may request access to or correction of your personal information at any time.