

## Policy Intent

The Shire of Murray (**Shire**) is committed to protecting the privacy of individuals and ensuring that personal information is collected, used, stored, disclosed and managed in a lawful, transparent and responsible manner.

This Policy establishes the Shire's commitment to complying with the *Privacy and Responsible Information Sharing Act 2024 (PRIS Act)*, the Information Privacy Principles and other applicable legislation relating to the management of information.

## Scope

This Policy applies to Council Members, Committee Members, Employees, Contractors and consultants engaged by the Shire and any person acting on behalf of the Shire.

This Policy applies to all Personal Information collected, created, received, stored, used, disclosed or otherwise handled by the Shire in the performance of its functions.

## Policy Statement

The Shire recognises that privacy is fundamental to maintaining public trust and confidence in local government. The Shire will manage personal information in a manner that is lawful, fair, secure and consistent with community expectations.

### 1. Collection of Personal Information

The Shire will only collect personal information that is reasonably necessary for the performance of its functions, activities or services, or as otherwise authorised or required by law.

Where practicable, personal information will be collected directly from the individual concerned. The Shire will take reasonable steps to ensure individuals are informed of:

- the purpose for which information is collected;
- any legal authority for collection;
- how the information may be used or disclosed; and
- how individuals may access or seek correction of their personal information.

The collection of personal information occurs when customers and stakeholders interact with the Shire via:

- Online forms, emails, telephone calls and recordings
- Written correspondence and forms
- In-person interactions
- Community consultation
- CCTV, security surveillance, video footage and images
- Website, mobile applications and other digital services
- Information provided by other government agencies that work with the Shire to deliver its functions and services.

Where practical, personal information will be collected from the individual concerned or authorised parties. The Shire will only collect sensitive personal information where authorised by law, with consent, or where otherwise permitted under applicable privacy legislation.

### 2. Use and Disclosure of Personal Information

The Shire may use and disclose personal information for the primary purposes for which it was collected, and in other circumstances when permitted to do so by law. The Shire will take reasonable steps to provide the individual information about the reason for collection of their personal information at the time of capture or as soon as practicable thereafter.

The Shire may use and disclose personal information for purposes other than the primary purpose for which it was collected in some circumstances. This may include:

- where consent has been provided for another use or disclosure
- where a secondary use or disclosure is authorised or permitted by law
- where the purpose of a use or disclosure is related to the primary purpose and it would be reasonably expected to be used for that purpose
- where it is necessary to lessen or prevent serious threats to health or safety.

The Shire may disclose personal information to third parties including:

- Organisations or consultants that are undertaking community engagement and market research on behalf of the Shire
- Contractors that deliver goods, works and services on behalf of the Shire
- Other public entities, under an information sharing agreement or information sharing request
- Other local, state and federal government agencies and government trading enterprises that support the Shire to deliver its functions and services.

The Shire does not employ automated decision-making processes involving the use of personal information to make significant decisions about an individual.

The Shire may also use third party providers to deliver or otherwise communicate content. These third parties may collect and store personal information on servers outside of Australia, such as Google, Facebook, SurveyMonkey. Where reasonably practicable, the Shire will take steps to ensure service providers manage personal information in accordance with appropriate privacy and security requirements. The Shire will not disclose personal information to third parties for commercial direct marketing purposes unless authorised by law or with the consent of the individual.

### 3. Information Security

The Shire is committed to storing and protecting the personal information it holds from misuse, loss, unauthorised access, modification or disclosure. The Shire will take reasonable steps to protect personal information from:

- unauthorised access
- unauthorised use or disclosure
- loss, misuse or interference
- modification or destruction.

The Shire will implement administrative, physical and technical safeguards appropriate to the sensitivity, volume and nature of the information it holds.

#### 4. Retention Period

The Shire retains and disposes of its records, including personal information in accordance with the *State Records Act 2000* and the General Disposal Authority for Local Government Records.

#### 5. Information Accuracy and Quality

The Shire will take reasonable steps to ensure personal information it holds is accurate, complete, relevant, up-to-date and not misleading. Individuals may request access to, or correction of, their personal information in accordance with the PRIS Act and Shire processes.

The Shire will take reasonable steps to ensure the accuracy of personal information. Individuals may request access to or correction of their personal information through the Shire's established processes.

#### 6. Information Sharing

Where information is shared with another entity, the Shire will ensure information sharing occurs in accordance with applicable legislative requirements, appropriate governance arrangements and the public interest. Information sharing decisions will be guided by principles of necessity, proportionality, transparency, accountability and risk management.

#### 7. Privacy Incidents and Complaints

The Shire will take reasonable steps to identify, manage and respond to privacy incidents and information breaches. Individuals may make a complaint regarding the handling of their personal information through the Shire's complaints process. The Shire will investigate privacy complaints and respond in accordance with legislative requirements and organisational procedures.

### Legislation

*Privacy and Responsible Information Sharing Act 2024*

*Freedom of Information Act 1992*

*State Records Act 2000*

*Local Government Act 1995*

### Related Documents

- Information Asset Register
- Privacy Collection Notice Framework

Policy Detail		
<b>Responsible Directorate</b>	Corporate Services	
<b>Responsible Department</b>	Governance and Risk	
<b>Responsible Officer</b>	Manager Governance	
<b>Next Policy Review / Schedule</b>	(3-yearly)	
<b>Council Adoption</b>	Date / Resolution	18 June 2026 (OCM26/071)