



Policy 2.1.1 – Privacy Policy

Policy Purpose

This Policy provides the framework in which personal information (PI) is collected, used, disclosed and disposed of by the Shire of Harvey (the Shire) when conducting its normal business operations.

The Shire values the privacy of individuals, and this policy provides transparency and sets out how PI is protected from initial collection to final disposal.

1. Policy Scope

This Policy applies to PI collected as part of the normal business operations of the Shire and covers the full information lifecycle.



Personal Information Lifecycle

It covers employees, contractors, Councillors, and third-party providers who access PI within normal Shire business operations.

2. Policy

2.1. Collection of Personal Information

The Shire collects and retains PI to provide its services to the community and support legal obligations. PI is used to:

1. Deliver services and administer programs
2. Respond to enquiries and manage complaints and
3. Fulfil legal obligations and reporting requirements.

PI may be collected by, but not limited to, the following means:

1. Hard copy forms
2. Online forms and portals
3. Telephone and in-person interactions
4. Email and written correspondence
5. CCTV use in public places
6. Third party service providers where they share PI.

The Shire takes reasonable steps to ensure that the PI it collects is relevant, required for business purposes, accurate, and not excessive. Individuals may request access to, or correction of, their PI.

2.2. Collection Notices

Where PI is collected, a collection notice will inform the individual of the purpose of collection.

The types of PI most relevant to the Shire's business (including in relation to employment related information) include:

1. Names, dates of birth and addresses
2. Other contact information
3. Unique identifiers, online identifiers or pseudonyms.

Collection Notices inform the individual of why the information is being collected, how it will be used and what will happen to it.

All collection notices are specific to the circumstance and tailored to suit the method being used to collect PI. They can be seen on a fillable form, on the Shire's website, in an email signature, at an event entry point or heard in a recorded telephone message.

2.3. Storage of Personal Information

PI is stored in designated electronic and hardcopy systems in accordance with internal information security practices which include physical access control and system access permissions based on role requirements. This may include the use of Unique Identifiers.

PI is retained only as long as it is required in accordance with the:

1. The Shire's Recordkeeping Plan.
2. *State Records Act 2000*.
3. General Disposal Authority for Local Government Records (GDALG).
4. General Disposal Authority for Source Records (GDASR).

If PI is to be stored and/or used by a contracted third party, contractual obligations will require compliance with this policy.

Where PI is stored or accessed outside Australia, the Shire ensures appropriate safeguards are in place through its procurement and contractual arrangements.

2.4. Security of Personal Information

The Shire takes all reasonable steps to protect the personal information it holds from misuse and loss, from unauthorised access, modification and disclosure. To prevent unauthorised access, maintain accuracy and ensure the appropriate use of information, physical, electronic, and managerial procedures are in place to protect the information, as well as any statutory obligations already imposed.

2.5. Disclosure of Personal Information

The Shire will only use or disclose PI for the primary purpose for which it was collected. Personal information may be used or disclosed for a secondary purpose with the individual's consent, when the use or disclosure is fair and reasonable, when authorised or required by law, to prevent a serious threat of harm to an individual or the public, or when necessary for law enforcement purposes or court proceedings.

The Shire is bound by *Local Government Act 1995* Sections 5.94(m) and (s), with respect to making available to members of the public rates records, electoral rolls and registers of owners and occupiers.

Local Government (Administration) Regulations 1996 clause 29B, however, places restrictions on providing this information where it is suspected that the information may be used for commercial purposes. The Chief Executive Officer must be satisfied, by statutory declaration or otherwise, that a commercial purpose is not the intent of someone seeking such information.

2.6. Access to Personal Information

Individuals may gain access to documents or records and request corrections to their PI. This is subject to some exceptions by law, and in the event that access to records is denied the Shire will give the reasons for such denial. Individuals who believe that the Shire holds PI about them, or want to submit corrections, are to contact the Shire directly. Individual identification may be required and some of the information could possibly be subject to exemptions allowed by law under the *Freedom of Information Act 1992*.

General access to information is available under the provisions of the *Freedom of Information Act 1992*. The Shire's Information Statement 2025, available on the Shire's website, details the process used to request information in this way. PI relating to other individuals is often exempt under the *Freedom of Information Act 1992* and may not be disclosed.

2.7. Disposal of Personal Information

Stored PI that is no longer required is disposed of using processes that are in accordance with;

1. The Shire's Recordkeeping Plan.
2. *State Records Act 2000*.
3. General Disposal Authority for Local Government Records (GDALG).
4. General Disposal Authority for Source Records (GDASR).

2.8. Social Media

The Shire uses various social media platforms including Facebook to help push messages to regulated entities and the community more broadly, about Shire functions and services, upcoming events, and topics of interest.

When individuals comment on or engage with the Shire on a social media platform, it is not just the Shire that is collecting PI. The collection and management of any PI shared is also governed by that platform's own terms of service and privacy policy.

2.9. Anonymity

In the majority of circumstances, the Shire will need to know who individuals are to manage the relationship with them. However, steps are taken to ensure only the minimum amount of PI needed for the specific function and service is collected

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Where it is possible to engage with individuals anonymously, that option will be provided.

2.10. Automated Decision-Making

Automated decision making is when decisions are made without human input. These can be rules-based decision software and/or using technologies such as Artificial Intelligence.

The Shire uses a range of software applications and artificial intelligence (AI) technology when conducting normal business operations. For information on the Shire's use of AI refer to the Shire's Artificial Intelligence Transparency Statement 2025 available on the Shire's website

These tools are used for information and efficiency reasons and there are no decisions made without a “human in the loop”.

2.11. Training

Appropriate privacy and information handling awareness training will be provided to relevant staff and contractors.

2.12. Information Complaint Process

Individuals may lodge a complaint with the Shire’s Privacy Complaint Officer regarding the handling of their PI. Where a complainant is dissatisfied with the outcome, they may escalate it to the Office of the Information Commissioner (OIC).

3. Strategic Objective

The policy aligns with the following strategic objective:

	Performance A representative leadership that is future thinking, transparent and accountable.
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4. Definitions

4.1. Personal Information

Personal Information is information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion;

4.2. Sensitive Personal Information

Sensitive Personal Information is PI that includes information that relates to an individual’s racial or ethnic origin, gender identity, sexual orientation, political opinions, religious beliefs, trade union membership, or criminal record. It also includes health, genetic or genomic and biometric information. It requires a higher level of protection and accountability.

4.3. Information Disclosure

Information disclosure is sharing PI outside of the Shire.

4.4. Information Disposal

Information Disposal is a formal process where the information is identified as not required, approved for destruction and subsequently destroyed.

5. Legislation

- *Freedom of Information Act 1992*
- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Privacy and Responsible Information Sharing Act 2024*
- *State Records Act 2000*

6. Related Documents

- Shire of Harvey Artificial Intelligence Transparency Statement 2025
- Shire of Harvey Information Statement – *Freedom of Information Act 1992* (WA)

Responsible Officer	Director Corporate Services		
Responsible team	Information Management		
Responsible area	Information Services		
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Version 1	28.07.2026	Resolution	26/156
Version 2		Resolution	
Version 3		Resolution	