
Policy Number:	G30
Relevant Delegation:	Not Applicable
Adoption Details:	26 May 2026
Last Review Details:	Not Applicable

POLICY OBJECTIVE:

To outline the Shire of York's (Shire) commitment to the responsible and secure management of personal information. This policy establishes the framework for how the Shire collects, uses and manages personal information, while protecting individual privacy and supporting effective public administration.

POLICY SCOPE:

This policy applies to everyone who works with or for the Shire, including:

- Elected Members;
- Employees;
- Contractors;
- Consultants and service providers;
- Volunteers; and
- External partners.

POLICY STATEMENT:

INTRODUCTION

The Shire values and respects the privacy of residents, customers, employees, and stakeholders. The Shire is committed to ensuring that personal and sensitive information is handled with integrity and transparency.

The Shire will manage personal information in accordance with the Information Privacy Principles (IPPs) under the *Privacy and Responsible Information Sharing Act 2024* (the PRIS Act) and other relevant legislation. These principles govern the way in which we collect, use, disclose, store and dispose of your personal information.

In implementing this policy, the Shire will ensure that:

- Personal information is collected only where necessary for the performance of the Shire's functions and activities;
 - Personal and sensitive information is handled, stored and protected in a responsible and secure manner;
 - Access to personal information is limited to authorised personnel in the course of performing their duties;
 - Personal information is retained and disposed of in accordance with approved records management practices and the General Retention and Disposal Authority for Local Government Records; and
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- Individuals' privacy rights are respected and protected in the delivery of Shire services.

COLLECTION OF INFORMATION

PERSONAL INFORMATION COLLECTED

The Shire collects personal and sensitive information where it is necessary to perform its statutory functions, deliver services, and administer local government activities. Personal information is collected in a lawful and appropriate manner in accordance with the PRIS Act.

Types of personal information collected include:

- Name and address;
- Phone number and email;
- Signatures;
- Multimedia information (e.g. photographs or video recordings);
- Financial information (e.g. bank account or credit card details); and
- Identity documents (e.g. passport or driver's licence).

In some circumstances the Shire may also collect sensitive personal information, such as:

- Racial or ethnic origin;
- Health (e.g. disability or injury records)
- Criminal history; and
- Biometric data (e.g. CCTV).

The Shire, on occasion receives unsolicited personal or sensitive personal information. While efforts will be made to avoid collecting unnecessary information, any such information received will be handled in accordance with this Policy.

HOW PERSONAL INFORMATION IS COLLECTED

The Shire collects personal information that is directly provided by an individual, their representative or an authorised third party.

This may occur when an individual:

- Completes electronic or paper-based forms;
- Contacts the Shire via phone, email, post or in-person;
- Makes a complaint, request or enquiry;
- Applies for permits, grants, licences or services; or
- Attends community events and Council meetings.

When the Shire collects personal information a privacy collection notice will be made available, where reasonably practicable. The notice will explain the purpose of collection and the parties or organisation to whom the Shire typically discloses the information.

AUTOMATICALLY COLLECTED INFORMATION

The Shire's website may use Cookies to collect standard internet log information and visitor behaviour information in an anonymous form. This information is used to evaluate visitors use of the website and to compile statistical reports on website activity for the Shire of York.

The Shire will not use the information collected to track or to collect any Personally Identifiable Information (PII) of visitors to our site. We will not link, or seek to link, an IP address with the identity of a computer user.

SHARING INFORMATION

Information may be shared if:

- Required under the *Freedom of Information Act 1992* (the FOI Act);
- Ordered by a court;
- Required or authorised by law;
- Needed to complete the purpose for which it was collected;
- Needed to recover money owed to the Shire; or
- You have given consent.

The Shire does not share personal information outside Australia unless required by law.

REMAINING ANONYMOUS

You may remain anonymous when dealing with the Shire unless the law requires your identity or it is impractical to proceed without it.

UPDATING OR CORRECTING INFORMATION

Under the FOI Act, individuals have the right to access and correct their personal information. Property owners, residents, and business operators within the Shire are responsible for notifying the Shire of any changes to their contact details, either by using the prescribed form or by submitting a written request.

MANAGING ACCESS TO PERSONAL INFORMATION

Access to personal information is restricted based on operational need and is regularly reviewed to ensure compliance with the PRIS Act.

- Access to the Shire's records by employees and contractors is regulated according to role-based security classifications.
- Access to the Shire's records by the general public is in accordance with the FOI Act and in accordance with Part 5 Division 7 of the *Local Government Act 1995* (the LG Act).
- Access to the Shire's records by Elected Members is through the CEO, in accordance with the LG Act and this Policy.

COMPLAINTS

The Shire's Privacy Officer can be contacted using the following methods:

Email: records@york.wa.gov.au

Post: PO Box 22
York WA 6302

To make a complaint about how the Shire handles personal information, you should complete the designated complaints form on the Shire's website or contact the Privacy Officer. The Shire will endeavour to respond within 30 days of receiving the complaint.

KEY TERMS/DEFINITIONS:

Term	Definition
Cookies	Small files stored on your device to help websites remember your visits and activity.
Personal Information	<p>(a) means 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; and</p> <p>(b) includes information of the following kinds to which paragraph (a) applies —</p> <ul style="list-style-type: none">(i) a name, date of birth or address;(ii) a unique identifier, online identifier or pseudonym;(iii) contact information;(iv) information that relates to an individual’s location;(v) technical or behavioural information in relation to an individual’s activities, preferences or identity;(vi) inferred information that relates to an individual, including predictions in relation to an individual’s behaviour or preferences and profiles generated from aggregated information;(vii) information that relates to one (1) or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural or social identity of an individual; <p><i>Privacy and Responsible Information Sharing Act 2024 (WA)</i></p>
Sensitive Personal Information	<p>means personal information —</p> <p>(a) that relates to an individual’s —</p> <ul style="list-style-type: none">(i) racial or ethnic origin; or(ii) gender identity, in a case where the individual’s gender identity does not correspond with their designated sex at birth; or(iii) sexual orientation or practices; or(iv) political opinions; or(v) membership of a political association; or(vi) religious beliefs or affiliations; or(vii) philosophical beliefs; or(viii) membership of a professional or trade association; or(ix) membership of a trade union; or

	<p>(x) criminal record; or</p> <p>(b) that is health information; or</p> <p>(c) that is genetic or genomic information (other than health information); or</p> <p>(d) that is biometric information; or</p> <p>(e) from which information of a kind referred to in any of paragraphs (a) to (d) can reasonably be inferred;</p> <p><i>Privacy and Responsible Information Sharing Act 2024 (WA)</i></p>
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Responsible Officer: Chief Executive Officer

Contact Officer: Manager Governance and People

Relevant Legislation: Privacy and Responsible Information Sharing Act 2024 (WA)
Information Commissioner Act 2024 (WA)
Freedom of Information Act 1992 (WA)
Local Government Act 1995 (WA)
State Records Act 2000 (WA)

Review History				
<i>Former Policy No.: N/A</i>				
Council Adoption	Date	26 May 2026	Resolution No.	090526
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