

# Governance & Compliance

## Privacy Policy

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### Objective

To provide guidance to the Shire of Koorda (“the Shire”) for the collection, storage and use of personal information.

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### Policy

#### Scope

This policy applies to all Employees and Elected Members of the Shire.

#### Definitions

TERM	DEFINITION
<b>Personal Information</b>	Information or an opinion, whether true or not, whose identity is apparent or can reasonably be ascertained from the information or opinion.
<b>Business Purposes</b>	For purposes associated with the day to day business of the Shire of Koorda.

#### Use of Personal Information

Any personal information collected by the Shire will only be used for the purpose for which it has been collected, or for a purpose you would reasonably expect in carrying out the Shire’s activities and functions, including:

- To maintain the assessment record (rates) and other records of local government nature;
- To provide you with information about the Shire’s services and facilities;
- To determine and provide appropriate services and facilities;
- To administer and manage processes such as applications for permits, animal ownership, billing and collection of levies and charges, and development proposals.

#### Protection of Personal Information

The Shire will take reasonable steps to ensure that your personal information is not disclosed to third parties except in the following circumstances:

- To undertake market research for the Shire in which case the supplier is prohibited from using your personal information except to provide these services to the Shire of Koorda.
- If, on an application by a person for information under the Freedom of Information Act 1992, the Shire (or the Western Australian Information Commissioner on appeal), adjudges that disclosure of that personal information would on balance be in the public interest.
- As requested by a court order.
- As otherwise required or authorised by law.
- In order to complete the purpose or function for which the information was provided, which includes when submissions are provided as part of a report (or an attachment to a report) that is presented to Council for decision.
- For collecting monies owed to the Shire.
- In the recovering of outstanding library materials or monies, through a contracted debt collection agency.
- For property enquiries subject to the conditions set out in this policy.
- The release of rates record or electoral information in accordance with sections 5.94(m)(s) of the Local Government Act 1995, but subject to the restrictions in 5.95(8) of that Act relating to silent electors and the conditions in r29B of the Local Government (Administration) Regulations 1996 including that a statutory declaration or otherwise, satisfies that the information will not be used for a commercial purpose.
- Otherwise, only with the consent, express or implied, of the customer or stakeholder.

### **Access to your own Personal Information**

A person's right to access their own personal information held by a local government is dealt with by the Freedom of Information Act 1992. The Shire may deal with requests for access to people's own information, where the request is limited and specific in scope.

For example, a request for building permits issued in relation to a property owned by the applicant. The Shire reserves the right to charge a reasonable fee for the costs associated with providing such information.

### **Property Enquiries**

Property information will generally only be provided to the current owner of a property with adequate proof of identity. Property information may be provided to an agent where written authorisation from the current owner is provided. Property information will not be provided to prospective purchasers or their agents unless an electronic advice of sale (EAS) is provided to the Shire via Landgate and that sale requires property information to satisfy a condition.

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### **Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)**

*Local Government Act 1995*

*Freedom of Information Act 1992*

*Public Interest Disclosure Act 2003*

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### **Review History**

<b>Date</b>	<b>Council Resolution</b>	<b>Description of review/amendment</b>
24/03/2025	RES: 040325	V1.0. Adoption of Policy following introduction of PRIS.

