

Shire of Moora Privacy Statement

Statutory context Any relevant legislation, federal or state Acts or Regulations

Corporate context Privacy and Responsible Information Sharing Act 2024 (WA)
State Records Act 2000
Freedom of Information Act 1992,

History Adopted ??????
Reviewed N/A
Review Period Every 3 years or if legislation changes

POLICY OBJECTIVE

To state the Shire of Moora's commitment to appropriate management of personal information collected in the conduct of local government operations.

POLICY STATEMENT

The Shire of Moora is committed to protecting your privacy and handling personal information lawfully, securely, and transparently. We respect your privacy rights and are committed to ensuring your personal information is managed responsibly.

We collect and manage personal information to deliver services, respond to requests, process applications, engage with the community, and meet our legal obligations.

How We Collect Information

The Shire may collect personal information when you contact us, submit forms or applications, lodge service requests, use online services, participate in community engagement activities, make payments, attend facilities or events, or otherwise interact with the Shire.

The information collected will depend on the service being provided and may include contact details, property information, payment details, correspondence, photographs, video recordings (including CCTV footage), or other information relevant to your requests.

Where required, the Shire will provide a collection notice explaining why the information is being collected, how it will be used, and whether it may be shared with other parties.

How We Use Your Information

The Shire uses personal information only for purposes that are authorised by law and are reasonably necessary to perform our functions or deliver our services.

Depending on the circumstances, your personal information may be used to:

- provide Council services and facilities
- process applications, permits, licences, registrations, and payments
- respond to enquiries, requests, and complaints
- communicate with you about services, projects, and community engagement activities
- administer local government functions and meet our statutory obligations
- protect the health, safety, and security of the community and facilities
- improve our services, systems, and customer experience
- manage records and comply with legal, regulatory, and audit requirements

The Shire will only use your personal information for the purpose for which it was collected, or for another purpose where permitted or required by law.

How Information May Be Shared or Disclosed

The Shire only shares personal information where it is necessary to deliver services, perform local government functions, respond to requests, or where authorised or required by law.

Depending on the circumstances, information may be shared with:

- contracted service providers
- government agencies
- emergency services
- regulatory or law enforcement bodies
- authorised consultants or advisers
- systems or platform providers supporting services

Some personal information may be published in Council agendas, public registers, planning documents, consultation processes, or other records where legislation requires or authorises the information to be made publicly available.

The Shire takes reasonable steps to ensure personal information is only shared where appropriate and with suitable privacy and security protections in place.

Protecting Your Information

The Shire applies information security and recordkeeping controls to help protect information from misuse, loss, unauthorised access, modifications, or disclosure.

Reasonable measures are used to protect information through secure systems, access controls, staff training, information classification, and information management practices. Access to information is limited to authorised staff and authorised service providers who require access to perform their duties.