



# Privacy Statement Policy

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## Policy Objective

This privacy statement policy explains how the Shire of Denmark collects and uses information. The Shire of Denmark values the privacy of our customers and stakeholders, and views the protection of an individual's privacy as an integral part of our commitment to being a high functioning, open, transparent, ethical and responsive organisation. This privacy statement outlines how we deal with your personal information.

## Policy

### Collection of personal information

- 1.1 The Shire of Denmark collects information about its customers and stakeholders in the performance of its services and functions and as required by law.
- 1.2 The Shire of Denmark maintains a database of properties within the Shire, which includes personal information relating to property owners such as names, addresses, email addresses, telephone numbers etc. and records of any complaints and enquiries related to a property.
- 1.3 Personal information is also collected when you give it to us, for example:
  - When you join one of the Shire of Denmark services or facilities (Library, Recreation Centre etc.);
  - Through correspondence, communication and service requests; or
  - When you register for an event or program.

### Collecting through our website

- 2.1 Where our website allow you to make comments or give feedback we collect your email address and sometimes other contact details. We may use your contact details to respond to your feedback.
- 2.2 Some services and functions on the Shire of Denmark website are delivered and hosted by third parties. These services have their own privacy policies, so when you choose to use these functions, the personal information you provide will be used and stored in accordance with their privacy policies.

### Cookies and website analytics

- 3.1 The Shire uses a range of tools provided by third parties, including Google and our Internet Service Provider to collect or view website traffic information. These sites have their own privacy policies. We also use cookies and session tools to improve your experience when accessing our website.

- 3.2 The information collected by these tools may include the IP address of the device you are using and information about sites that IP address has come from, the pages accessed on our site and the next site visited. We use the information to maintain, secure and improve our websites and to enhance your experience when using them. In relation to Google Analytics you can opt out of the collection of this information using the Google Analytics Opt-out Browser Add-on.

## Social media

- 4.1 The Shire of Denmark uses social media sites to share and promote its services and functions. When you communicate with us using these services we may collect your personal information to help us communicate with you and the public. The social networking service will also handle your personal information for its own purposes. These sites have their own privacy policies.

## Email addresses, telephone numbers

- 5.1 The Shire of Denmark uses social media sites to share and promote its services and functions. When you communicate with us using these services we may collect your personal information to help us communicate with you and the public. The social networking service will also handle your personal information for its own purposes. These sites have their own privacy policies.

## Public internet services

- 6.1 Shire of Denmark monitors the use our public wi-fi network and the public computers at our Library and other sites in order to maintain security and to prevent or detect criminal or unauthorised use of the Shire's computer hardware, software, network or systems.

## Disclosure and use of personal information

- 7.1 Any personal information collected by the Shire of Denmark 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. Your information may also be used for ongoing research and development of our services.
- 7.2 The Shire will not disclose customer and stakeholder information to third parties to use for their personal or commercial advantage, but will disclose information to contracted third party providers who act on behalf of the Shire to provide services for the Shire.
- 7.3 The Shire will disclose personal information in circumstances such as the following:

- 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 Denmark. The Shire has a robust procurement process and only engages reputable market research companies;
- 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 required 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;
- For collecting monies owed to the Shire;
- In the recovering of outstanding library materials or monies, through a contracted debt collection agency; or
- Otherwise, only with the consent, express or implied, of the customer or stakeholder.

## Compliance

- 8.1 Where information is disclosed to third party providers to act on behalf of the Shire to provide services for the Shire, the Shire of Denmark requires the provider to:
- Manage data and personal information in accordance with the Australian Privacy Principles; and
  - Notify the Shire of Denmark should a privacy breach or suspected privacy breach occur, or should the entity fail to manage data and personal information at any time in accordance with the Australian Privacy Principles.
- 8.2 Should third-party providers act in contravention of the Australian Privacy Principles, the Shire of Denmark reserves the right to take action as required, including reporting breaches or suspected breaches to the Office of the Australian Information Commissioner.

## Storage

- 9.1 The Shire of Denmark is committed to keeping secure the data you provide us. The Shire works actively to ensure that information about customers and stakeholders is stored securely and accessed for approved purposes only.

## Access

- 10.1 Requests for access to documents that are not publicly available and held by the Shire of Denmark Council are handled under the Freedom of Information Act 1992 and can be directed to:

Freedom of Information Officer

Shire of Denmark, PO Box 183, Denmark WA 6333

Email: [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au)

<b>Document Control Box</b>			
<b>Document Responsibilities:</b>			
<b>Owner:</b>	Chief Executive Officer	<b>Owner Business Unit:</b>	Governance
<b>Reviewer:</b>	Chief Executive Officer	<b>Decision Maker:</b>	Council
<b>Compliance Requirements:</b>			
<b>Legislation:</b>	<a href="#">Local Government Act 1995</a>		
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