

1 Purpose

This Statement supports the principle of responsible and transparent handling of personal information and provides direction for Mid West Ports Authority (**MWPA**) Board Members and Workers¹ regarding the collection, management, and storage of personal and sensitive information of MWPA Directors, Workers and/or Others².

This Statement aligns with the Australian Government's '**Australian Privacy Principles**' published by the Australian Government Office of the Australian Information Commissioner (**Attachment 1**).

2 Scope

This Statement is applicable to all information created by, amended by, or received by, MWPA through the course of undertaking business MWPA Directors, Workers, customers, suppliers, visitors, job applicants, or community members with whom provide personnel, medical or sensitive information to MWPA.

3 Information Collected

MWPA may collect a variety of information about individuals to provide services related to MWPA activities. This information may include, but is not limited to:

- personal information including address, phone numbers and date of birth;
- diversity information including ethnicity, age, sex and disability;
- medical information including employment medicals, drug and alcohol test results and blood type; and
- sensitive information including tax file number, bank account details, employment / supplier agreements.

4 Method of Collection

MWPA will, if possible, collect personal information directly from the individual. In some circumstances, personal information will be collected from outside bodies. If these circumstances arise, MWPA will take all reasonable steps to obtain the consent of the individual for this collection. Information may be obtained through a variety of methods, including (but not limited to) the completion of online forms, paper-based forms, and verbally.

MWPA will take all reasonable steps to ensure the accuracy and currency of the personal information it holds.

5 Storage of Information

A Worker's personal information will primarily be stored in the MWPA Electronic Document Records Management System (**EDRMS**), being Objective. Some information may be retained in hard copy.

The security of personal information is governed by the Australian Privacy Principles. All workers are required to familiarise themselves and comply with the requirements of these Privacy Principles. In some circumstances, personal information obtained by MWPA may be stored in cloud storage, which may involve some storage of information in offshore servers. In circumstances where information is transmitted to an offshore partner provider or agent, the partner provider or agent will be subject to binding contractual obligations to ensure compliance with the MWPA processes relating to privacy and information security.

¹ 'Worker' any person who carries out work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

² 'Others' could include, but not limited to, customers, suppliers, visitors, job applicants, or community members.

6 Access to Information

Workers' personal information held by MWPA will not be made accessible to MWPA workers unnecessarily. A Worker wishing to review their own personal information, held by MWPA, may request to access information should be directed to MWPA's Human Resources (HR) Team (HR@midwestports.com.au).

MWPA will respond to requests HR for access to information as soon as reasonably practicable. Access will be provided within 30 days of the receipt of a request and sufficient identification of the applicant, unless unusual circumstances arise.

7 Correction and Update of Information

Workers have the right to request the correction of their personal information held by MWPA. Requests to correct information should be directed to the MWPA's HR Department HR@midwestports.com.au.

MWPA will respond to requests for correction of information as soon as reasonably practicable. Corrections will be made within 30 days of the receipt of a request and sufficient identification of the applicant, unless unusual circumstances arise.

8 Disposal of Information

Workers have the right to request the disposal of their personal information held by MWPA. Requests for disposal of information should be directed to MWPA's HR Department HR@midwestports.com.au.

However, this does not mean that a request will automatically result in the disposal of your personal information. All disposal of personal information will be made in accordance with MWPA's Records Management Policy and Records Management Procedure, this Statement, and the MWPA obligations under privacy and public records legislation.

9 Complaints

Complaints relating to privacy or personal information are governed by the MWPA Workplace Issue and Grievance Resolution Procedure. If you feel your privacy has been breached, you can contact a Grievance Officer or the HR Department for a discussion.

If a complaint relating to privacy or personal information cannot be resolved under the Workplace Issue and Grievance Resolution, the complaint may be referred to the Office of the Australian Information Commissioner (OAIC).

10 Reporting

MWPA use Worker data for reporting purposes. Reports are provided to appropriate third parties only and in the form of statistical data without names or identifying markers.

11 Confidentiality

At all times, Selection Committee Panel Members are to keep confidential all aspects of the recruitment process. Reference checking is to occur only with the unanimous support of the selection panel.

12 Associated Documents

Document Title
Freedom of Information Application Form
Information Security Procedure
Information Statement - Freedom of Information Act 1992
Records Management Policy
Records Management Procedure

Location – Mid West Ports Intranet – [Document Centre](#)

13 Monitoring, Evaluation and Review

This document is required to be reviewed every five years from the last scheduled review date.

Minor updates made within this five year period, will not be taken as a *full review*.

Minor changes may be required due to State or Federal legislative changes, or Western Australian Ministerial Directives.

The Document Custodian is responsible for conducting the review in accordance with **Controlled Documents Review and Approval Process Work Instruction**.

14 Administration

Document Custodian:	IMS Coordinator
Document Approver:	Chief Environmental Social and Governance Officer
Approval Date:	25 June 2024
Document Review Period:	5 yrs

Attachment 1 Australian Privacy Principles



Australian Privacy Principles — a summary for APP entities
from 12 March 2014


Australian Government
Office of the
Australian Information Commissioner

APP 1 — Open and transparent management of personal information
Ensures that APP entities manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.

APP 2 — Anonymity and pseudonymity
Requires APP entities to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.

APP 3 — Collection of solicited personal information
Outlines when an APP entity can collect personal information that is solicited. It applies higher standards to the collection of 'sensitive' information.

APP 4 — Dealing with unsolicited personal information
Outlines how APP entities must deal with unsolicited personal information.

APP 5 — Notification of the collection of personal information
Outlines when and in what circumstances an APP entity that collects personal information must notify an individual of certain matters.

APP 6 — Use or disclosure of personal information
Outlines the circumstances in which an APP entity may use or disclose personal information that it holds.

APP 7 — Direct marketing
An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.

APP 8 — Cross-border disclosure of personal information
Outlines the steps an APP entity must take to protect personal information before it is disclosed overseas.

APP 9 — Adoption, use or disclosure of government related identifiers
Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier, or use or disclose a government related identifier of an individual.

APP 10 — Quality of personal information
An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.

APP 11 — Security of personal information
An APP entity must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An entity has obligations to destroy or de-identify personal information in certain circumstances.

APP 12 — Access to personal information
Outlines an APP entity's obligations when an individual requests to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies.

APP 13 — Correction of personal information
Outlines an APP entity's obligations in relation to correcting the personal information it holds about individuals.

**For private sector organisations,
Australian Government
and Norfolk Island agencies
covered by the Privacy Act 1988**

www.oaic.gov.au