Information Breach Policy

1. Policy Statement

The Department of Transport and Major Infrastructure (DTMI) is committed to protecting personal information in accordance with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act).

This Policy sets out our high-level overarching principles and objectives for managing information breaches, ensuring that affected individuals are protected from harm, and that we meet our legal, ethical, and accountability obligations.

This Policy applies to DTMI and to information handling activities undertaken by, or on behalf of, DTMI.

2. Principles

- ### Commitment to Privacy

At DTMI, we value and protect personal privacy because safeguarding the trust and confidence of the individuals we serve is fundamental to our role as a public sector agency. Upholding privacy rights reflects our commitment to respecting individual dignity and maintaining responsible stewardship of personal information.

- ### Objectivity

We assess information breaches objectively to ensure a fair, consistent, and risk-based decision-making. We prioritise the protection of individuals by focusing on the likelihood and impact of harm.

- ### Compliance and Accountability

We act in accordance with relevant privacy and cyber security obligations to reinforce transparency, reliability, and public confidence in our information-handling practices. We achieve this by:

- Promoting prompt reporting because early awareness of a potential information breach is essential to preventing harm.
- Maintaining a dedicated response framework because preparation is essential to ensuring a coordinated, timely, and effective approach to managing breaches.
- Keeping a register of notifiable breaches to support accountability, organisational learning, and compliance with transparency obligations.

- ### Transparency

We are committed to notifying affected individuals and the Information Commissioner because transparent communication supports individuals' ability to protect themselves from potential harm. Our openness reflects the commitment to responsible and ethical information governance.

- ### Security and Stewardship

We uphold strong information stewardship because protecting personal information is essential to maintaining public trust, fulfilling statutory responsibilities, and supporting secure service delivery.

Stewardship reflects our dedication to ensuring information is respected and safeguarded throughout its lifecycle.

- **Continuous Improvement**

We are committed to continuous improvement because learning from past incidents strengthens our capability to prevent recurrence, enhances privacy and cyber security maturity, and contributes to better outcomes for the Western Australian community.

3. Objective

The objective of this Policy is to ensure DTMI prevents and manages information breaches in compliance with the PRIS Act. This involves appropriate governance, oversight and coordinated action across DTMI to:

- Support the early identification and reporting of suspected information breaches.
- Ensure suspected information breaches are assessed objectively and proportionately to determine whether they constitute assessed notifiable information breaches.
- Ensure assessed notifiable information breaches are managed, recorded and notified in accordance with the PRIS Act and relevant guidance issued by the Information Commissioner.
- Reduce the risk of information breaches through effective privacy risk management and information security governance.
- Promote continuous improvement in DTMI's handling of personal information.

4. Training and Awareness

Regular training sessions will be provided to support awareness of responsibilities under this Policy including:

- Identifying suspected information breaches.
- Understanding reporting procedures and escalation requirements.
- Implementing preventive measures to reduce the risk of information breaches.

5. Contact us

Questions, comments, concerns or complaints about DTMI's management of information breaches or its practices, can be directed to:

Department of Transport and Major Infrastructure

Attention: PRIS Officer - Information Governance

Email: privacy@transport.wa.gov.au

Mail: GPO Box C102 PERTH WA 6839

If you need access to this Information Breach Policy in a different format, please email privacy@transport.wa.gov.au.

6. Related Information

Legislative Framework

- *Privacy and Responsible Information Sharing Act 2024*
- *Privacy and Responsible Information Sharing (General) Regulations 2026*
- *Privacy and Responsible Information Sharing (Information Sharing) Regulations 2025*
- *Privacy and Responsible Information Sharing (Privacy) Regulations 2025*
- *Freedom of Information Act 1992*
- *Freedom of Information Regulations 1993*
- *Information Commissioner Act 2024*
- *Information Commissioner Regulations 2025*
- *State Records Act 2000*
- *State Records Regulations 2025*
- *Public Sector Management Act 1994*
- *Privacy Act 1998 (Cth)*

Policies and Procedures

- Privacy Policy
- Information Breach Procedures
- Information Breach Response Plan (internal)
- Managing Privacy Complaints Procedure (internal)

Forms

- Information Breach Notification Form [internal]
- Information Breach Notification Form [public]
- Information Breach Assessment and Resolution Form [internal]

Other References

- Information Breach Register (restricted)