GOVERNMENT OF WESTERN AUSTRALIA

State Solicitor's Office

Privacy Policy

Purpose

This privacy policy outlines how the State Solicitor's Office (SSO) collects, holds, manages, uses, and discloses personal information.

The SSO provides legal advice, representation, and related services to Cabinet, the Attorney General of WA, Ministers and government departments and agencies. In performing these functions, we handle personal information, including sensitive personal information, in accordance with our legal obligations.

Definitions

Personal Information – means information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion.

Sensitive Personal Information – is a subset of personal information and includes information about your race or ethnic origin, gender identity, sexuality, political opinions or association, religious or philosophical beliefs, professional or trade union memberships, criminal record, and health, genetic, genomic or biometric information. This information is subject to additional privacy protections.

Policy Statement

The SSO is committed to protecting the privacy of individuals and handling personal information lawfully, transparently, and responsibly.

Collection and Use

We may collect personal information to carry out our responsibilities or because the law requires it.

We collect personal information directly from individuals and indirectly from client agencies, enforcement bodies, courts, and other public entities. We may also collect personal information under statutory powers or legal processes, including subpoenas and notices to produce.

We may also collect personal information about employees where needed for employment, workforce management, and related public sector functions in accordance with applicable Western Australian laws and requirements.

Personal information will be used for the primary purpose it was provided.

Refer to our Collection Notice(s) for further details about the personal information we collect, how it is handled, and how it may be shared.

Disclosure

Most information (including personal information) we hold is protected by legal professional privilege. It will only be used and disclosed:

- as required by law.
- as required by a court.
- to external counsel engaged by us.

If information is not protected by legal professional privilege, we may share it where the law allows or requires this, including where this is necessary for the SSO to perform its functions in accordance with applicable Western Australian laws.

Storage and Protection

Appropriate safeguards are applied to protect personal information against misuse, loss, or unauthorised access.

We keep your information secure and manage it according to the WA Government Cyber Security Policy and the State Records Act 2000 (WA). Records are stored, protected, and disposed of based on their sensitivity, with safeguards to prevent unauthorised access, misuse, disclosure, or loss.

Access and Correction

Under the *Freedom of Information Act 1992*, you have the right to access personal information held by government agencies. You can also ask us to correct information you believe is inaccurate, incomplete, outdated, or misleading.

To request access or a correction, submit a written application to: foi@sso.wa.gov.au

Privacy Officer

If you have any questions about this privacy policy or how we handle personal information, you can email our Privacy Officer at: privacy@sso.wa.gov.au.

If you have any concerns about the management of your personal information and wish to lodge a complaint you may also do so via our Privacy Officer. All complaints will be taken seriously and investigated promptly.

If the complaint is not resolved to your satisfaction, you may contact the Office of the Information Commissioner Western Australia.

Review of this Policy

This Policy will be reviewed annually to ensure ongoing compliance with:

- The PRIS Act.
- Guidance issued by the WA Information Commissioner.
- Changes in the SSO's systems, risks, or operating environment.

Status	Approved
Approved by	State Solicitor
Owned by	Director Governance & Strategy
CM reference	2600001981
Date	1 July 2026