



POLICY – INFORMATION BREACH POLICY

1. Statement

The Department of Water and Environmental Regulation (the department) is committed to effectively managing and responding to information breaches, and to implementing measures that mitigate the risk of future breaches.

2. Objectives

To clearly outline how the department manages and responds to an information breach involving the collection, use, and disclosure of personal information in the course of performing its functions and activities. It should be read in conjunction with the the Privacy and Responsible Information Sharing Act 2024 (WA), WA.gov.au Website Privacy Statement and DWER's published privacy and responsible information-handling framework and is aligned with applicable WA Government privacy standards.

3. Information Breach Response guidance

| Key Steps | Description- How We Respond to a Personal Information Breach |
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| 1. Contain | We take all reasonable steps to immediately contain any suspected PI breach and prevent further compromise. |
| 2. Assess | We assess the PI breach by gathering relevant facts and evaluating the associated risks, including potential harm to affected individuals. Where possible, we take prompt action to remediate any identified risks and mitigate potential harm. |
| 3. Notify | We notify affected individuals and the Office of the Australian Information Commissioner, WA (OAIC) as soon as practicable after determining that a notifiable PI breach has occurred, if required. |
| 4. Review | We review the incident and consider actions that can be taken to prevent future PI breaches. Remedial measures should be implemented at any stage, where possible, to limit the impact of the breach on affected individuals. |

This policy is supported by an information Breach Response Plan, a Procedure for information Breach Notification, and a Register of information Breaches.

Each PI breach must be addressed on a case-by-case basis to ensure an appropriate and effective response.

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