Department of
Education

GOVERNMENT OF
WESTERN AUSTRALIA

Information Breach Policy

Effective date: 12 November 2024

Version: 1.0

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1. Policy statement

The Department of Education (the Department) is committed to preventing information breaches and implements measures to safeguard the data and information it collects, holds, manages, uses, and discloses as part of its functions and activities outlined in the Privacy and Responsible Information Sharing Bill 2024, School Education Act 1999, or any other written law.

2. Policy rules

This Policy is a mandatory requirement under the Privacy and Responsible Information Sharing (PRIS) Policy and Framework.

All employees must:

- only access and use official and confidential information for authorised purposes.

- ensure the appropriate roles and responsibilities are defined in the processes and procedures to address the circumstances of an information breach.

- comply with the Information Breach Procedures.

> **Guidance**
>
> *See the Department's Code of Conduct for further information on professional use of information.*
>
> *This policy is a mandatory requirement under the Privacy and Responsible Information Sharing (PRIS) Policy and Framework.*
>
> *Information Privacy and Data Governance team may request compliance audits to assess the level of adherence to the policy and provide updates to the Director General, Managers, Information Stewards, Principals, and other relevant individuals regarding the findings of compliance monitoring activities.*

3. Responsibility for implementation and compliance

All employees are responsible for implementing this policy.

The Information Privacy and Data Governance team is responsible for compliance monitoring.

4. Scope

This policy applies to all employees.

5. Definitions

Information

Means information, records or data that has been processed in a way as to be meaningful to the person who receives it. The term 'data' and 'information' can be used interchangeably and should be taken to mean both data and information in this document.

Information Breach

Occurs when there is unauthorised access, disclosure or loss of information and may be caused by malicious action, human error, or a failure of handling or systems.

6. Related documents

Relevant legislation or authority

Australian Government Protective Security Policy Framework

Children and Community Services Act 2004

Corruption Crime and Misconduct Act 2003 (WA)

Criminal Code Act Compilation Act 1913 (WA)

Criminal Procedures Act 2004 (WA)

Equal Opportunity Act 1984 (WA)

Evidence Act 1906 (WA)

Freedom of Information Act 1992 (WA)

Freedom of Information Regulations 1993 (WA)

Parliamentary Commissioner Act 1971

Privacy Act 1988 (Cwlth)

Privacy and Responsible Information Sharing Bill 2024 (WA)

Public Interest Disclosure Act (2003) (WA)

Public Sector Management Act 1994 (WA)

School Education Act 1999 (WA)

School Education Regulations 2000 (WA)

School Education (Student Residential Colleges) Regulations 2017)

Schools Curriculum and Standards Authority Act 1997 (WA)

State Records Act 2000 (WA)

Teacher Registration Act 2012 (WA)

Teacher Registration (General) Regulations 2012

Related Department policies

Child Protection in Department of Education Sites

Councils and Boards in Public Schools

Code of Conduct

Complaints and Notification

Criminal History Screening for Department of Education Sites

Cyber Security

Duty of Care for Public School Students

Employee Performance

Enrolment in Public Schools

Injury Management and Workers' Compensation (staff personal information)

Integrity Framework

Managing a Breach of the Public Sector Standard Claims (staff/student personal information)

Records Management

Recruitment, Selection and Appointment

Research Conducted on Department of Education Sites by External Parties

Risk and Business Continuity

Security for Public Schools and Residential Facilities

Software Use

Staff Conduct and Discipline

Student Attendance in Public Schools

Student Health in Public Schools

Students Online in Public Schools

Telecommunications Use

Working with Children Checks in Department of Education Sites

Other documents

Delegation information relating to the disclosure of information

Information Breach Procedures

Manage student files at your school (staff only)

Manage student information is SIS Classic (staff only)

Western Australian Government Cyber Security Policy

Western Australian Information Classification Policy

Western Australian Whole of Government Open Data Policy

7. Contact information

Policy manager: Director Business and Customer Services

Policy contact officer: Principal Consultant Information and Data Governance

E: businessandcustomerservices.infoprivacygovernance@education.wa.edu.au

8. History of changes

Effective date	12 November 2024
Last update date **Policy version no.**	1.0
Notes	New policy, endorsed by the Director General at the Corporate Executive meeting held on 11 September 2024. D24/0653243

9. More information

Supporting content

No supporting content found.

Policy review date

12 November 2027