

## Information and Recordkeeping Policy

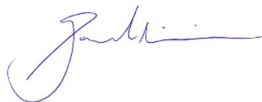
Pilbara Ports Information and Recordkeeping Policy outlines the fundamental principles that apply to Board Members, employees, trainees, cadets and contractors (including labour hire) that create and/or access Pilbara Ports information. The below principles form the basis of this Policy:

We access and utilise information in line with our values of Safety, Excellence, Teamwork, Integrity, and Care.	We enhance the use of our information through accurate naming, identification, and storage.	We encourage a culture of open access to information.
We use government policy to guide the collection, use, disclosure, and handling of personal information.	We capture information consistently, and in accordance with Pilbara Ports State Records Office obligations.	We provide access and training in our Recordkeeping obligations to our people.

Pilbara Ports Recordkeeping Plan, and accompanying procedures, detail the specific elements and considerations that support the principles of this Policy. This is supported by our legislative obligations, specifically the *State Records Act 2000 (WA)* and *Freedom of Information Act 1992 (WA)*.

The Executive General Manager Technology is responsible for the implementation of this Policy. All Pilbara Ports Leaders are accountable for upholding the Policy.

**This policy was approved on 05 December 2024.**



**Samuel McSkimming**  
Chief Executive Officer  
10 December 2024



**Karlie Mucjanko**  
Chair  
10 December 2024