

Application for Access to Information and Documents

Privacy Collection Notice

Your personal information

The City of Swan (the City) collects personal information about individuals for a range of purposes to enable it to carry out its functions. The City's Privacy Policy is available on its website at www.swan.wa.gov.au/privacy.

Further details about the collection of your personal information are provided below.

Application to Access Information – Privacy Collection Notice	
Who is collecting your personal information	Your personal information is being collected by the City of Swan. The City's Privacy Policy contains information about how you may contact the City.
Collection of your personal information	The City collects your personal information, including your name, address and contact details in accordance with the <i>Freedom of Information Act 1992</i> (WA).
Why your personal information is being collected	Your personal information is collected for the purpose of processing and responding to your application or request, including assessing the application and locating any relevant records or information. If you do not provide the requested information, the City will be unable to process or action your request.
Who will your personal information be disclosed to?	The City will only collect, use and disclose your personal information where it is reasonably necessary for the performance of its functions and activities, or as otherwise required or authorised by law. Personal information will only be accessed by authorised persons who require the information to perform their duties.
Access to and correction of your personal information	The City's Privacy Policy contains information about how you may access or seek correction of your personal information that is held by the City.
Privacy complaints	The City's Privacy Policy contains information about how you may complain about a breach of the Information Privacy Principles and how the City will deal with complaints.