

Change of Ownership

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.

Change of Ownership – 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 personal information about the current property owner and future property owner, including names, date of birth, contact details, property address and forwarding address.
Why your personal information is being collected	The City collects this personal information for the purpose of processing transfers of property ownership and maintaining accurate property and rates records. The information is used to identify and establish the correct property owner in the City's systems, create or update customer records where required, verify owner details where duplicate or similar records exist, and contact property owners regarding rates, charges, and other matters relating to the property. This information is necessary for these purposes because ownership information provided through an advice of sale may not contain sufficient or accurate contact details. If this information is not provided, the City may be unable to accurately identify property owners or contact them regarding matters relevant to the property.
Who will your personal information be disclosed to?	The City may disclose your information where required or authorised by law or where necessary for compliance or enforcement purposes.
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.