

Facility Bookings

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.

Facility Bookings – 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 such as your name, contact details, address, and (where applicable) a copy of your driver's licence.
Why your personal information is being collected	Your personal information is collected for the purpose of assessing, processing and administering your facility booking or hire request, maintaining booking records, communicating with you regarding your booking, and managing the hire of City facilities and equipment. Where a copy of your driver's licence is collected, it is used to verify your identity and confirm that you are legally authorised to tow a trailer where trailer hire forms part of the booking. Providing the requested information is necessary for the City to assess, process and administer your booking or hire request. If you do not provide the requested information, the City will be unable to process or administer your booking or hire request.
Who will your personal information be disclosed to?	The City may disclose your information where required or authorised by law, or where necessary to enforce the terms and conditions of hire.
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.