

Lease Licencing Tenant Contact Form

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.

Lease Licencing Tenant Contact Form – 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 and contact details, for the administration and management of leases and licences and to maintain accurate tenant records.
Why your personal information is being collected	Your personal information is collected to enable the City to communicate with you regarding matters relating to your lease and/or licence, including the administration, management and enforcement of lease or licence obligations. Providing this information is necessary as it is required for the City to enter into and manage a lease and/or licence agreement with you. If you do not provide the requested information, the City may be unable to enter into, administer or maintain your lease and/or licence.
Who will your personal information be disclosed to?	The City may disclose your information where required or authorised by law.
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.