

Library Home Delivery Service Registration

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.

Library Home Delivery Service Registration – 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 from you, including your name, address, contact details and next of kin details.
Why your personal information is being collected	Your personal information is collected for the purpose of administering and providing the home delivery service for library books and other library resources. If you do not provide the requested information, the City will be unable to provide the home delivery service to you.
Who will your personal information be disclosed to?	Your personal information may be disclosed where necessary to facilitate the home delivery of library resources. Your personal information may also be disclosed 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.