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# Application for Approval to establish a Lodging house

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.

| Lodging House Application – 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 and address. |
| Why your personal information is being collected | Your personal information is collected for the purpose of assessing and processing your application and providing the relevant documentation to you. Providing the requested information is necessary for the City to consider and process your application. If this information is not provided, the City may be unable to assess or process your application, and your request may be denied. |
| Who will your personal information be disclosed to? | The City may disclose your information where required or authorised by law, or where necessary for investigation, 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. |