

## New Client Information

### 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](http://www.swan.wa.gov.au/privacy).

Further details about the collection of your personal information are provided below.

| New Client Information – 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 to assess your eligibility for, and provide, Community Care services. The personal information collected may include your name, contact details, residential address, emergency contact information, cultural or diversity-related requirements, relevant medical conditions, and current medications. |
| Why your personal information is being collected      | Your personal information is collected to register you for Community Care services, assess your care and support needs, determine the appropriate level of service required, and deliver services that are safe, effective and tailored to your individual circumstances.                                                                              |
| Who will your personal information be disclosed to?   | The City will use and disclose your personal information only for the purposes for which it was collected, or as otherwise authorised or required by law. Information may be shared with relevant service providers or healthcare professionals where necessary to facilitate the delivery of Community Care services.                                 |
| 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.                                                                                                                                                                             |