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Request for Copy of Building Documents/Site Plans Application 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.

Request for Building Documents/Site Plans – 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, address, contact details, property details and property owner authorisation, in accordance with section 131 of the *Building Act 2011* (WA), to assess, process and administer your application.
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 you do not provide the requested information, the City may be unable to process your application or provide the requested documentation.
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.