

Requests for Tender

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.

Requests for Tender – 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 of Swan collects personal information about relevant parties involved in a tender submission, including authorised signatories and witnesses; owners, directors, office bearers, key personnel and referees of the tendering organisation. Where applicable, information may also be collected about beneficiaries if the organisation is acting as an agent or trustee. Personal information collected may include names, contact details, conflicts of interest, qualifications, CVs, and membership of professional or business associations.
Why your personal information is being collected	Your personal information is necessary for the purpose of assessing tender submissions for the provision of goods and services to the City. If the requested information is not provided, the City may be unable to fully assess the tender, and the submission may not be considered.
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.