

## Application for Variation of Certificate of Approval

### 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.

| Application for Variation of Certificate of Approval – 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 and contact details in accordance with the <i>Health (Public Buildings) Regulations 1992</i> (WA).                                                   |
| Why your personal information is being collected                                 | Your personal information is collected for the purpose of assessing and determining your certificate application. If this information is not provided, the City will be unable to assess or process your application. |
| Who will your personal information be disclosed to?                              | The City may disclose your information where required or authorised by law, or where necessary for 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.                                            |