



Collection Notice – Human Resources and DAMA

The Shire of Dardanup (the Shire) may collect your personal information when you make a query to the Shire or submit an application for employment, or relating to a Designated Area Migration Agreement. This notice explains how the Shire collects and handles your personal information in accordance with the *Privacy and Responsible Information Sharing Act 2024* (WA).

What Personal Information does the Shire collect?

This will vary depending upon the type of assistance you require and the matter being dealt with. Information that the Shire may collect includes:

- Name, Date of Birth, Contact Details, and location
- Details about your work history and personal activities
- Information regarding education, qualifications and training
- Sensitive information relating to criminal history and convictions
- Bank account details

This information will normally be collected directly from you, usually via forms and documents provided to the Shire. However in some instances the Shire may collect your personal information from other government agencies, or through authorised third parties.

What is the purpose of collecting this Personal Information? What will it be used for?

We collect this information to:

- Contact you or an authorised third party about your application or query
- Communicate with you and process your application
- Plan and report on Shire services

The Shire may also use your contact information to update its name and address database, to make it easier to contact you in future regarding other Shire matters.

Where documents containing personal information are collected only to verify an individual's identity, those documents will be compliantly disposed of once the verification process has been completed.

Will my Personal Information be disclosed to anyone else?

The Shire will only share personal information externally in certain circumstances, including:

- Where you consent to us sharing this information
- With other agencies as part of the Shire's compliance and auditing responsibilities
- Where required to or authorised by law
- With the Shire's legal representatives in related matters
- With government bodies for reporting and statistical purposes (any shared information will be de-identified).
- When part of an Information Sharing Agreement with another government entity.

What will happen if I don't provide this Personal Information?

For general information, to report an incident, or make a complaint to the Shire you can generally do so anonymously without needing provide personal information. In these circumstances please be advised that the Shire may not be able to provide you with a follow up or response to your report or enquiry.

As per s9.11 of the *Local Government Act 1995* (WA), an authorised officer of the Shire may demand an individual's name, place of residence, and date of birth in circumstances where they suspect that individual of having committed an offence against the Act.

For DAMA and employment applications the Shire may not be able to process your request if you are unable to provide some or all of the information requested.

Further Information

For more information on how your personal information is handled by the Shire of Dardanup, or to make a privacy complaint, please see the Shire's [Privacy Policy](#) or contact the Shire's Privacy Officer:

Email: records@dardanup.wa.gov.au

Phone: 9724 0000

Postal Address: Shire of Dardanup
PO Box 7016
EATON WA 6232

To request access to, or correct your personal information, please see the Shire's [Information Statement](#).