

AWARDS RECOGNITION COLLECTION NOTICE

The Shire of Collie collects and manages personal information to administer awards, recognition programs and nomination processes.

Who is collecting your information?

Shire of Collie
87 Throssell Street, Collie WA 6225
Phone: (08) 9734 9000
Email: colshire@collie.wa.gov.au

You can contact the Shire to request access to or correction of your personal information.

How are we authorised to collect and manage your information?

The Shire collects and manages personal information in accordance with:

- Privacy and Responsible Information Sharing Act 2024 (WA)
- Local Government Act 1995 (WA)
- State Records Act 2000 (WA)

What information do we collect?

We may collect:

- your name and contact details
- nomination information
- details about achievements, contributions or eligibility
- supporting documents, references and statements
- information provided by nominators, referees or other relevant persons

Where do we collect information from?

We may collect information:

- directly from you
- from nomination forms and applications
- from nominators and referees
- from publicly available sources and information provided by other relevant persons
- from other sources authorised by law

Why do we collect your information?

We collect personal information to:

- assess nominations and applications
- determine eligibility and award recipients
- contact nominees, nominators and recipients
- administer award and recognition programs
- meet legal and recordkeeping obligations

How may your information be used or disclosed?

Your information may be shared with:

- Shire employees and contractors administering the program
- assessment panels and selection committees
- referees and other persons involved in the assessment process
- government agencies where authorised or required by law

The names of award recipients, photographs and details of their achievements may be published by the Shire where authorised, required or agreed.

Storage and retention of information

Information is stored securely and retained in accordance with the State Records Act 2000 (WA), approved recordkeeping requirements and other legal obligations.

What happens if you do not provide the information?

The Shire may be unable to:

- assess a nomination or application
- determine eligibility for an award
- contact nominees, nominators or recipients
- administer the awards program

Your personal information

If you believe the Shire has mishandled your personal information, you can lodge a privacy complaint using the contact details above or by contacting the Shire's Privacy Officer at privacy@collie.wa.gov.au