

BUILDING SERVICES COLLECTION NOTICE

The Shire of Collie collects and manages personal information to assess building applications, carry out building inspections, investigate complaints and provide building services.

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)
- Building Act 2011 (WA)
- Building Regulations 2012 (WA)
- Local Government Act 1995 (WA)
- State Records Act 2000 (WA)

What information do we collect?

We may collect:

- your name and contact details
- property details
- building application and permit information
- plans and supporting documents
- inspection, complaint and compliance information
- photographs and notes taken during building inspections

Where do we collect information from?

We may collect information:

- directly from you
- from property owners or authorised representatives
- from government agencies and other authorities
- from public property records and other sources authorised by law

Why do we collect your information?

We collect personal information to:

- assess building applications and permits
- conduct inspections
- investigate complaints and compliance matters
- maintain building records
- meet legal and recordkeeping obligations

How may your information be used or disclosed?

Your information may be shared with:

- Shire employees and contractors involved in building services
- government agencies and regulators
- law enforcement agencies where authorised or required by law

Some building applications and inspection records may be available for public inspection where authorised or required by law.

Storage and retention of information

Information is stored securely and managed in accordance with the State Records Act 2000 (WA) and other legal requirements.

What happens if you do not provide the information?

If you do not provide the requested information, the Shire may be unable to:

- assess your application
- issue a permit or approval
- conduct an inspection
- investigate a complaint or compliance matter

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