

CEMETERIES COLLECTION NOTICE

The Shire of Collie collects, holds and manages personal information for the purpose of administering cemetery services, including applications for burial, placement of ashes, reservations of graves and niches and approvals for monumental works and headstones.

Who is collecting your information?

Shire of Collie, 87 Throssell Street Collie WA 6225

Phone: (08) 9734 9000

Email: colshire@collie.wa.gov.au

How are we authorised to collect your information?

The Shire collects, uses and discloses personal information in accordance with applicable legislation, including:

- the Privacy and Responsible Information Sharing Act 2024 (WA);
- the Cemeteries Act 1986 (WA);
- the Cemeteries Regulations 1998 (WA); and
- the Shire of Collie Cemeteries Local Law 2019;

For further information and policy, refer to our privacy page, www.collie.wa.gov.au/privacy

Why do we collect your information?

We collect your personal information for the purpose of:

- processing applications for burial within the Shire of Collie cemetery;
- processing applications for the placement of ashes;
- administering reservations of graves, niches, rose garden memorial sites and other memorial locations;
- maintaining cemetery records and registers;
- assessing and approving applications for monumental works, memorials and headstones;
- communicating with applicants, next of kin, funeral directors and authorised representatives regarding cemetery services; and
- meeting our statutory obligations relating to cemetery administration.

How may your information be used or disclosed?

Your personal information may be used for the purposes listed above and disclosed to:

- funeral directors;
- monumental masons and contractors engaged in approved works;
- cemetery workers and service providers assisting in managing cemetery services;
- government agencies, regulators or law enforcement bodies where authorised or required by law; and
- other persons or organisations where necessary to administer cemetery services or where authorised by law.

Consequences of not providing information

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

- process an application for the placement of ashes
- process an application for burial
- reserve a grave, niche wall, granite modular unit or rose garden memorial site
- assess and approve monumental works applications

Your Personal Information

Individuals may request access to and correction of their personal information in accordance with the Privacy and Responsible Information Sharing Act 2024 (WA) and other applicable legislation.

To access or correct your personal information, please contact the Shire administration office using the contact details above.

Concerns about privacy can be directed to the Shire of Collie Privacy Officer at privacy@collie.wa.gov.au