



CREDITOR DETAILS AND EFT PAYMENTS COLLECTION NOTICE

The Shire of Collie collects and manages personal information to set up supplier accounts and process payments, including invoices, reimbursements, refunds, grants and other payments.

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 using these details 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)
- Local Government (Financial Management) Regulations 1996 (WA)
- State Records Act 2000 (WA)

What information do we collect?

We may collect:

- your name and contact details
- business details and ABN (if applicable)
- bank account and EFT payment details
- invoice and payment information

Where do we collect information from?

We may collect information:

- directly from you
- from invoices, payment requests and creditor forms
- from authorised representatives
- from other sources where authorised by law

Why do we collect your information?

We collect personal information to:

- create and manage creditor accounts
- verify payment details
- process EFT payments
- maintain financial records
- meet legal and audit requirements

How may your information be used or disclosed?

Your information may be shared with:

- Shire employees and contractors involved in payment processing
- financial institutions and payment providers
- auditors and government agencies where authorised or required by law

Your bank account details will only be used to process or verify payments.

Bank Account and EFT Payment Information

Your bank account details are collected only to verify and process payments.

To help protect your information, please do not send bank account details by unsecured email. The Shire may contact you to verify any request to change bank account details before processing payments to help prevent fraud and unauthorised payment requests.

Storage and retention of information

Information is stored in the Shire's authorised systems and managed in accordance with the State Records Act 2000 (WA) and other legal requirements. When eligible for disposal, records will be securely destroyed or de-identified.

What happens if you do not provide the information?

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

- create your creditor account
- verify your payment details
- process payments, reimbursements or refunds

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