

LIBRARY COLLECTION NOTICE

The Shire of Collie collects and manages personal information to provide library services. This includes library membership, borrowing items, accessing digital resources, attending programs and events, and using library facilities.

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 if you would like to access or correct 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)
- Library Board of Western Australia Act 1951 (WA)
- State Records Act 2000 (WA)

What information do we collect?

We may collect:

- your name and contact details
- your address and date of birth
- library membership details
- records of items borrowed, reserved or requested
- information relating to library programs, events and services
- proof of identity or address, where required

Where do we collect information from?

We may collect information:

- directly from you
- from a parent, guardian or authorised representative
- from library service providers and affiliated library networks
- from other sources where authorised by law

Why do we collect your information?

We collect personal information to:

- create and manage library memberships
- lend and recover library items
- provide library programs, events and digital services
- contact you about library services, reservations and overdue items
- meet legal and recordkeeping obligations

How may your information be used or disclosed?

Your information may be shared with:

- Shire employees and contractors who help provide library services
- library management system providers and affiliated library networks
- debt recovery agencies for overdue or unreturned items, where necessary
- government agencies and law enforcement bodies where authorised or required by law

Storage and retention of information

The Shire takes reasonable steps to protect personal information from unauthorised access, use or disclosure.

Information is stored in the Shire's authorised systems and retained in accordance with the State Records Act 2000 (WA) and other legal requirements. When no longer required, information 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:

- register you as a library member
- lend items to you
- provide some library services
- contact you about your account, reservations or overdue items

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

Please note that some online library services are provided through third-party systems, which may collect and manage information in accordance with their own privacy policies.