

ROCHE PARK RECREATION CENTRE

COLLECTION NOTICE

The Shire of Collie collects and manages personal information to provide services and programs at Roche Park Recreation Centre, manage memberships, bookings, venue hire and hire agreements, process payments, respond to enquiries, maintain a safe environment and meet its legal obligations.

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)
- Freedom of Information Act 1992 (WA)
- Other laws that apply to the operation of recreation, community and venue facilities.

What information do we collect?

We may collect:

- your name and contact details
- emergency contact details
- date of birth or age information, where required for memberships, programs or eligibility
- membership, booking, attendance, venue hire and hire agreement records
- venue hire application information, event details and information required to prepare and administer hire agreements
- payment and transaction information
- health or accessibility information you choose to provide
- photographs and video recordings
- feedback, enquiries, correspondence and incident reports.

Where do we collect information from?

We may collect information:

- directly from you
- through membership, registration, booking, venue hire and hire agreement forms
- through online services and payment systems
- when you participate in programs, activities and events
- when you apply for, enter into or use a venue hire arrangement or hire agreement
- from incident and accident reports
- from parents, guardians, carers, emergency contacts, government agencies and other sources authorised by law.

Why do we collect your information?

We collect personal information to:

- manage memberships, bookings, venue hire, hire agreements and facility access
- assess and process venue hire applications, hire agreements and related services
- deliver recreation, fitness, sporting and community programs
- process payments and administer accounts
- communicate with members, hirers and participants
- respond to enquiries and provide customer service
- maintain health, safety and security at the Recreation Centre
- investigate incidents, complaints and breaches of facility conditions of use or hire agreements
- meet legal, regulatory and recordkeeping obligations.

How may your information be used or disclosed?

Your information may be shared with:

- Shire employees and contractors who support Recreation Centre operations, venue hire services and the administration of hire agreements
- payment service providers
- emergency services, medical personnel and insurers where necessary
- government agencies and regulators
- law enforcement agencies and where authorised or required by law



Photographs and video recordings may be taken during programs, activities, events and venue hire functions for promotional, historical or community engagement purposes. Where practical, participants will be notified and given the opportunity to opt out of promotional photography or filming.

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:

- process your membership, booking, venue hire application or hire agreement
- provide access to certain programs, activities, venues or facilities
- prepare, administer or enforce hire agreements and related services
- process payments
- respond to your enquiries
- contact you in an emergency
- investigate incidents, complaints or breaches of hire agreements
- provide requested services.

Your personal information

You may request access to or correction of your personal information using the contact details above.

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