



## Collection Notice - Administration of the Revenue Laws

### Overview

Your personal information is collected by the Commissioner of State Revenue under the authority of the *Taxation Administration Act 2003* (TAA) and the *First Home Owner Grant Act 2000* (FHOG Act). RevenueWA handles your personal information in accordance with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act).

### Personal information

Personal information is any information or opinion which identifies an individual or allows an individual to be reasonably identified. Sensitive personal information is a subset of personal information that includes sensitive details about an individual, such as health information or information about an individual's racial or ethnic origin or gender identity.

### Legal authority

The PRIS Act outlines the rules we must comply with when handling personal information. Other legislation that also guide how we handle your personal information include:

- Taxation Administration Act
- First Home Owner Grant Act
- *Public Sector Management Act 1994*
- *State Records Act 2000*
- *Freedom of Information Act 1992*

### Information we collect

We only collect personal information that is fair and reasonably necessary to perform our functions and activities. Examples of the type of personal information we collect may include:

- contact details
- identification information such as full name, date of birth and government issued identifiers
- financial or transactional information
- relationship details and family circumstances
- property details
- recordings of your telephone contact with us and
- other information that is directly related to a specific service, program or interaction you have with RevenueWA.

## How we use your information

We only use your personal information for the purposes for which it was collected, or for related purposes permitted by law. We may collect, use and hold your personal information to:

- administer and enforce the legislation for which we are responsible
- verify your identity and provide you access to our services
- conduct data-matching activities
- carry out audit, compliance and investigation activities
- respond to your enquiries, objections and requests and
- support legal proceedings or law enforcement activities.

In some cases, the legislation we administer authorises us to use information we have collected for a different purpose. For example, we may use information collected for tax purposes to assist with other RevenueWA functions such as assessing eligibility for grants and concessions, and vice versa.

## Where we collect your information

We generally collect personal information from you or your authorised representative. We may collect your personal information through:

- online portals, forms and applications
- phone calls (including recorded calls for quality assurance)
- web enquiries, emails and letters
- documents and supporting information you provide or
- subscription services and customer feedback surveys.

In some circumstances, we may use our statutory powers to collect your information from third parties such as:

- Commonwealth and State agencies including other State and Territory Revenue Offices
- Local Government Authorities
- financial institutions and
- utility providers of gas, water, electricity and telecommunications.

## Disclosure of personal information

In addition to circumstances in which you, or your authorised representative, have provided consent, the TAA and FHOG Act contain confidentiality provisions that protect information we have obtained but permit disclosures, without your consent:

- if disclosure is related to administering or enforcing the Acts we administer
- with other state Revenue Offices and the ATO
- to prescribed law enforcement agencies for investigating or prosecuting criminal offences
- for court or tribunal proceedings
- where disclosure is permitted or required by another law or
- in certain circumstances - to Ministers, their offices or authorised public sector agencies to assist them in carrying out their functions.

## Security and retention of personal information

We take reasonable steps to protect the personal information we collect and hold in accordance with the PRIS Act and the *State Records Act 2000*. Personal information is stored securely within our recordkeeping and ICT systems, with safeguards in place to prevent unauthorised access, use, or disclosure. Access is limited to authorised staff. Personal information is retained only for as long as required and is deleted or destroyed in accordance with the *State Records Act 2000*. All personal information is handled in accordance with the [Department of Treasury and Finance Privacy Policy](#).

## Consequences of not providing information

Providing the requested information is required under the TAA and FHOG Act. Failure to provide the information, or providing information that is false or misleading, constitutes an offence under these Acts and may result in prosecution or penalties being imposed.

## Amending your personal information

You can access and amend your own personal information via [RevenueWAConnect](#).

You can request we update your personal information by [lodging a web enquiry](#) or phoning us on (08) 9262 1400.

Contact our Privacy Officer at [Privacy@dtf.wa.gov.au](mailto:Privacy@dtf.wa.gov.au) if you have a concern or complaint about how we handle your personal information.