



## Collection Notice – Tobacco Licensing

### Overview

Your personal information is collected by RevenueWA under the authority of the *Tobacco Sellers Licensing Act 1975 (WA) (CI)* and the *Tobacco Sellers Licensing Act 1975 (WA) (CKI)* (Tobacco Sellers Licensing Acts). 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 can handle your personal information include:

- *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 and date of birth
- financial or transactional information
- 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 tobacco licensing laws
- carry out audit, compliance and investigation activities
- respond to your enquiries and requests and
- support legal proceedings.

## Where we collect your information

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

- forms and applications
- phone calls
- emails and letters
- documents and supporting information you provide.

In some circumstances, we may use our statutory powers to collect information from Commonwealth and state agencies.

## Disclosure of personal information

In addition to circumstances in which you, or your authorised representative, have provided consent, the Tobacco Sellers Licensing Acts contain secrecy provisions that protect information we have obtained but permit disclosures without your consent:

- to the Commonwealth Treasury Department
- to an officer of Customs or
- where disclosure is permitted or required by law.

## 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 us with the requested information is required under the Tobacco Sellers Licensing Acts. Failure to provide the information constitutes an offence under the Act and may result in 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.