Collection Notice - Contractor

What do we do?

The State Solicitors Office (we, us, our) collects and manages your personal information in connection with your engagement as a contractor, subcontractor, or labour-hire worker to comply with its legal obligations, including in accordance with relevant Commonwealth and Western Australian legislation, including the *Work Health and Safety Act 2020* (WA).

This collection notice sets out the personal information we collect directly from you or provided to us by your employing firm. It also outlines how this information is used, and who we may disclose it to.

What personal information do we collect and hold?

We may collect your name, professional contact details, emergency contact information, and specific compliance credentials. Depending on your role, this may include copies of your driver's license, National Police Check, qualifications and certifications.

Why we collect and how we use your personal information?

We collect and use your personal information to manage your onboarding and ongoing engagement, including (but not limited to):

- Assessing your suitability and eligibility for engagement with SSO (or to provide services to us), including assessing of conflicts of interest, verifying your professional qualifications, and conducting criminal screening and security vetting checks.
- Administering building and IT system access.
- Managing and administering arrangements, involving the provision of services by contractors, subcontractors and labour hire workers.
- Meeting our obligations under legislation relevant to our role as a recipient of services provided by contractors, subcontractors and labour hire workers.

How do we disclose your personal information?

Access to your personal information will be restricted to authorised personnel and managed in accordance with appropriate security measures. We may disclose your personal information to:

- Our staff, such as authorised managers, human resource personnel, and facilities/IT security teams.
- External technology, facility and service providers (for example to provide systems access or enable you to perform your duties)
- Other Western Australian public sector organisations (for example, where required or authorised by law, such as an active health and safety investigation).
- Labour hire firms and organisations that supply contractors, to manage and administer labour hire arrangements and other arrangements involving the provision of services by contractors.
- Other persons or organisations where reasonably required for the purposes of your engagement.
- We will not use your information for marketing purposes without your express consent.
- As required or authorised by law.

When can you remain anonymous?

You may choose to anonymously submit complaints and report suspected misconduct, inappropriate behaviour, or workplace safety issues. However, if the requested information is not provided, it may limit our ability to fully assess or respond to the matter.

In all other instances your identity, safety, or compliance information is required to issue you a security pass, grant you access to government facilities or networks, authorise you to perform work on this contract and meet legal and workplace obligations.

State Solicitor's Office

How do you access or correct your information?

Contractors may request amendment of their personal information held by SSO by submitting a written application under Part 3 of the *Freedom of Information Act 1992* to: foi@sso.wa.gov.au.

Where can you find further information?

For further information about how we manage personal information, you can refer to our Privacy Policy or contact our Privacy Officer at privacy@sso.wa.gov.au.