GOVERNMENT OF WESTERN AUSTRALIA

State Solicitor's Office

Collection Notice – Freedom of Information and privacy complaints

What do we do?

The State Solicitor's Office (we, us, our) collects and manages your personal information relating to requests for access to documents or personal amendment made by you under the *Freedom of Information Act 1992* (WA) (FOI Act) or privacy complaints made under the *Privacy and Responsible Information Sharing Act 2024* (WA) (PRIS Act).

This collection notice sets out the personal information we collect directly from you. 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 a range of personal information (including sensitive personal information) about you, including (but not limited to):

- Biodata such as name, date of birth, and place of birth.
- Contact details, such as telephone number, home address, postal address, email address.
- Identification documents, such as passport, driver's licence, Medicare or pension card and birth certificate.
- Personal information you provide to address your FOI or privacy complaint

Why we collect and how we use your personal information?

- We collect, use and disclose your personal information in accordance with the FOI Act to manage and process your FOI Request.
- We collect, use and disclose your person information in accordance with the PRIS Act to manage and process any request, including a privacy complaint, made under the PRIS Act.

How we disclose your personal information?

Access to your personal information will be kept in accordance with standard security measures. We may disclose your personal information to individuals and entities including the following:

- Our staff, for the purposes outlined above
- To third parties, including other government agencies, for consultation purposes in accordance with the FOI Act
- To the Office of the Information Commissioner or other relevant oversight bodies where required for review or appeal processes in accordance with the FOI Act
- To the Office of the Information Commissioner or other relevant oversight bodies for management of complaints under the PRIS Act.
- Otherwise as required or authorised by law.

When can you remain anonymous?

You may choose to remain anonymous when making a FOI request or submitting a privacy complaint. If you choose not to provide certain personal information, we may not be able to respond to your request or enquiry. If this occurs, you will be notified where possible.

How do you access or correct your information?

You may request amendment of your personal information 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 the SSO Privacy Policy or contact our Privacy Officer at privacy@sso.wa.gov.au.