

## PRIVACY COLLECTION NOTICE GUIDELINE

### 1. Purpose

This Privacy Collection Notice informs individuals about why their personal information is being collected by the department (We), how it will be used, and the context in which it may be shared.

#### 1.1 Objectives

This notice informs customers, clients, and stakeholders about:

- What personal information we collect
- Why we collect it
- How it is used, stored, and shared
- Their rights in relation to that personal information

### 2. Scope

This applies to all employees of the department, including contractors, volunteers, and third-party service providers who collect or handle personal information on behalf of our department.

### 3. Context

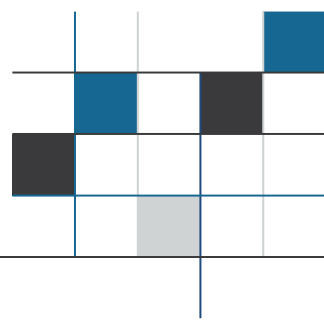
This notice should be read in conjunction with the [Privacy and Responsible Information Sharing Act 2024 \(WA\)](#), [WA.gov.au Website Privacy Statement](#), [DWER Privacy Policy](#) to comply with.

#### 3.1 What Our Privacy Collection Notices May Include

- The primary purpose for collecting personal information is to support the department's statutory functions and services.

We play a key role in managing Western Australia's natural resources and environment. To deliver services such as water management, environmental protection, development approvals, and public engagement, we may collect personal information. This helps ensure effective service delivery, regulatory compliance, and meaningful community participation.

The information is collected under the department's policy framework and in accordance with applicable legislation that governs departmental operations.



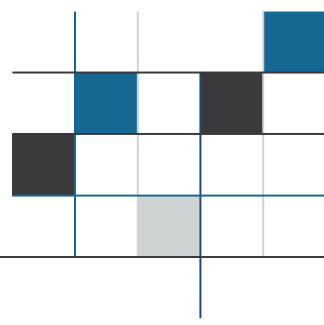
- Before collecting personal information, we must document the intended purposes for which the information will be collected, used, or disclosed.
- Where required, we will seek your consent before collecting personal information.
- Collection may be required or authorised under the PRIS Act or other applicable legislation.
- Sensitive information will only be collected with your consent or where legally permitted, such as in cases involving serious threats to health or safety.
- Information may be disclosed to other government agencies or third parties where permitted or required by law.
- If you choose not to provide the required personal information it may result in limitations in accessing services, delays in processing, or a reduced ability for us to fulfil its obligations effectively.
- This notice is for individuals able to give informed consent. If you're acting for someone else, you must be legally authorised to do so.
- Where automated systems are used to make or significantly inform decisions involving personal information, we will inform individuals of the use of automation, explain its role in the decision, and provide an option to request human review, in accordance with legal requirements.

## 3.2 Types of Information We Collect

We may collect personal and/or sensitive information, including but not limited to:

- Full name and contact details
- Occupation
- Date of birth and gender
- IP address and web usage data
- Other relevant information necessary for our services

We only collect the minimum information necessary to fulfil our obligations.



## 3.3 How We Collect Your Personal Information

We may collect your personal information:

- When you contact us directly (for example, by email, phone, or in person)
- When you subscribe to our mailing lists (you may unsubscribe at any time, and your email address will be deleted)
- When you participate in departmental programs, consultations, competitions, or promotions
- Through our website, including when you submit forms, make enquiries, or interact with online services
- When you provide or offer services to us
- From third parties, or where collection is authorised or required by law

### Website Visit Data

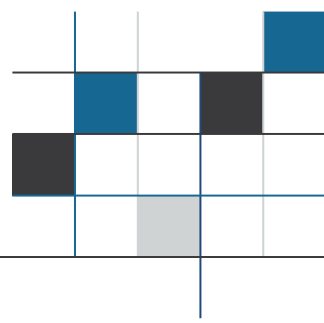
When you visit our website, we may collect information such as:

- IP address and domain name
- Date and time of visit
- Pages accessed and documents downloaded
- Referring website
- Browser type, device type, and operating system

You may browse our website anonymously; however, some features and services may require you to provide personal information.

### Cookies

We may use cookies and similar technologies to enhance your experience on our website. Cookies help us remember your preferences and understand how our website is used. You can manage cookies through your browser settings. By continuing to use our website, you consent to our use of cookies unless you disable them.



## Indirect Collection

We may receive or collect information from:

- Authorised representatives
- Medical professionals
- Employers or referees (e.g. for job applications)
- Government agencies and authorities

The responsibility for lawful collection and disclosure of personal information remains with the entity sharing the information.

## 4. Notification of Collection

When we collect personal information, we will take reasonable steps to inform you of:

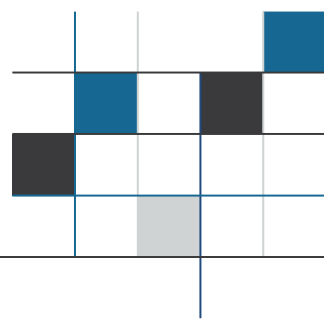
- Our identity and contact details
- The purpose of collection
- Any usual disclosures
- A link to our privacy statement

We aim to notify you before or at the time of collection, or as soon as practicable afterward.

We ensure that all personal information is collected fairly, lawfully, and in a manner that is not unreasonably intrusive.

## 5. Disclosure of Information

We may share your personal information with the Department of Planning, Lands and Heritage; the Department of Biodiversity, Conservation and Attractions (DBCA); the Department of Energy, Mines, Industry Regulation and Safety; other WA public entities; Commonwealth and State agencies; health-related research bodies; contracted service providers; and other authorised bodies where required by law or for the performance of our functions.



## 6. Security and Retention

Your personal information is stored securely and retained only as long as necessary to fulfil the purpose for which it was collected. We take reasonable steps to ensure you are informed and empowered to make choices about your data.

### Contact Us

If you have questions about how your information is handled, submit a request [here](#)

If you wish to change or update your personal information submit your request [here](#)

For any other enquiries, contact DWER on (08) 6364 7000