

The Forest Products Commission (FPC) recognises the importance of protecting the personal information it collects.

This Policy explains how the FPC collects, uses, handles and discloses personal information.

Western Australia has enacted the [Privacy and Responsible Information Sharing Act 2024](#) (PRIS Act), with the privacy provisions expected to commence on 1 July 2026.

In the interim, the FPC must follow the [Australian Privacy Principles](#) (APP) in the *Privacy Act 1988* (Cth), particularly APP 6 on the use and disclosure of personal information.

Personal information means any information or opinion about a person that can identify them or could reasonably be used to identify them.

### ***Why we collect personal information***

FPC will only request, collect and hold personal information required to fulfill its key functions.

Information about FPC's functions is available on our [website](#).

FPC may also collect personal information about individuals when collection is authorised or required by law.

FPC collects, holds, uses, and discloses personal information for a range of purposes related to its functions and activities, including to:

- Respond to correspondence or requests for information.
- Undertake recruitment and manage employment.
- Engage in stakeholder consultation.
- Process requests under the *Freedom of Information Act 1992 Act* (FOI Act).
- Manage complaints (including privacy complaints) and feedback provided to FPC.

- Facilitate grants, sponsorships, promotions, events, or functions.
- Conduct site inductions.
- Enter contracts, leases, licences, third party access or other agreements.

FPC may also collect personal information from publicly available sources, or from third parties who are permitted to share the information with us.

### ***Anonymity***

When interacting with FPC, individuals will be able to remain anonymous in most situations, unless otherwise expressly required.

### ***Collection of personal information***

The FPC may collect personal information about individuals either directly or through a third party (if permitted).

### ***Types of personal information collected***

In performing its functions, the FPC may collect and hold the following types of personal information:

- identity and contact details for individuals such as name, address, and mobile phone number etc.
- information about an individual's personal circumstances and health, such as age, gender, and marital status.
- information about an individual's financial details, such as payment details and bank account details.
- government identifiers such as passport details, driver's licence, and tax file numbers.
- criminal history.
- employment details (including work history, referee comments, education status, and remuneration) and employee health details.

### ***Use and disclosure of personal information***

FPC will use an individual's personal information for the primary purpose for which it was collected. It will only disclose for a secondary purpose if allowed under APP 6.

Third party providers used by the FPC to deliver or communicate content may collect personal information. These providers may store such information in countries outside of Australia. Examples of these providers include Google, Facebook, and LinkedIn. Each of them manages personal information in accordance with their own privacy policies.

### ***FPC's website***

FPC uses online tools to gather information about visitors to our website to help us improve our website and deliver effective services. It uses software provided by third party vendors for this purpose.

### ***Security and retention***

FPC takes its obligations to protect personal information seriously. This involves taking reasonable steps to implement appropriate security policies, controls, and updates to protect personal information it holds from misuse, interference, loss, unauthorised access, modification, or disclosure.

Personal information is securely stored by FPC and by authorised third parties. This includes for example using fire walls and virus protection software to safeguard FPC systems and data.

The retention and destruction of personal information held by the FPC is governed by the *State Records Act 2000* and related policies and procedures. FPC takes all reasonable steps to destroy or de-identify personal information when it is no longer required to be retained.

If the personal information held by FPC is lost, or subject to unauthorised access or

disclosure, affected individuals will be notified as soon as practicable.

### ***Access and correction of personal information***

Individuals can request to view documents held by FPC that contain their personal information. They can also ask for corrections if they believe any information held is inaccurate, irrelevant, misleading, incomplete, or out of date. These requests will be managed under the FOI Act.

### ***How to make a privacy complaint.***

Parties who are not satisfied with how FPC collected, held, used, or disclosed their personal information may make a formal complaint to FPC's Privacy Officer.

If an individual is not satisfied with how FPC has managed their complaint they can lodge a complaint with the Office of the Information Commissioner via [info@oic.wa.gov.au](mailto:info@oic.wa.gov.au).

### ***Contacting FPC's Privacy Officer***

If you have any questions relating to privacy, please contact FPC's Privacy Officer

- Email: [info@fpc.wa.gov.au](mailto:info@fpc.wa.gov.au)
- Mail: Locked Bag 888, Perth Business Centre WA 6849



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