

## Employee Onboarding - Personal Information Collection Notice

The Western Australian Land Information Authority, trading as Landgate, collects personal information where required by law or to provide services to you. In addition to our [Privacy Policy](#), this notice provides further details about the collection of your personal information via the collection method identified above.

### Collecting personal information

Your personal information is being collected by Landgate. We collect your personal information as part of the onboarding process for employment to Landgate, which can include verification of your identity, right to work, and collection of bank details for salary purposes.

### Authority to collect personal information

Your personal information is not required under any specific law. It is gathered by Landgate to manage this function for employment purposes.

### Choosing not to provide personal information

If you choose not to provide some or all of the requested personal information, we are unable to complete your required payment for employment,

### Disclosing personal information

Your personal information may be disclosed to:

**Australian Taxation Office** for the purpose of payment of required government tax.

**Public Sector Commission** for the purposes of workforce information as directed by the Public Sector Commissioner's Instruction No. 6: Workforce data reporting obligations.

**Nominated Bank/s** for the purpose of providing employee salary payments.

**Nominated Superannuation providers** for the purpose of payment into a required superannuation fund.

**Services Australia** for the purposes of child support and maternity leave payments, if applicable.

**Paywise or RemServ** for the purposes of salary packaging.

### Accessing and correcting personal information

Our Privacy Policy contains information about how you may access and correct your personal information held by Landgate.

## Privacy complaints and questions

Our Privacy Policy outlines how you can lodge a complaint regarding any suspected mishandling of your personal information and how Landgate manages and responds to such complaints.

To contact Landgate about a privacy-related matter, including questions about this collection notice, please contact our Privacy Officer:

- Visit Landgate's website and use the [feedback form](#) (select the 'Privacy and your personal information' feedback category).
- Email: [privacy@landgate.wa.gov.au](mailto:privacy@landgate.wa.gov.au).
- Post: Privacy Officer, Landgate, PO BOX 2222, Midland WA 6936.