

## Legislation and Policy Email - 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.

Landgate collects personal information contained in emails and attachments sent to [legislationandpolicy@landgate.wa.gov.au](mailto:legislationandpolicy@landgate.wa.gov.au) for the purposes of receiving, managing and responding to enquiries relating to Landgate's legislation and policy functions.

This mailbox is primarily used for internal Landgate correspondence and for official communications with other government departments and agencies. Personal information collected is generally limited to information related to role or agency functions, provided in an official capacity, such as name, role, work email address, work location, and telephone number.

On occasion, personal information relating to members of the public may be received by Landgate in connection with ministerial correspondence. This information is generally collected by the Minister for Planning and Lands office in the first instance and provided to Landgate for the purpose of investigating matters and preparing responses to ministerial correspondence.

### Authority to collect personal information

Your personal information is not required under any specific law. It is gathered by Landgate to manage and operate its legislation and policy functions and to support coordination within government.

### Choosing not to provide personal information

If you choose not to provide your personal information, Landgate may be limited in its ability to respond to your enquiry, provide advice, or facilitate effective communication on policy or legislative matters.

### Disclosing personal information

Your personal information will not be disclosed outside of Landgate, unless authorised or required by law. Where necessary, information may be provided to other government departments or agencies to support policy development, legislative processes or the progression of official government business. Information held as part of correspondence may also be subject to access requests under the *Freedom of Information Act 1992 (WA)*.

## 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.