

# Collection and Use of Your Information

## Purpose of collection

We collect and use your personal information so that we can provide Council services that you have requested.

Your contact details may also be used to updated Council's Name and Address Register, which we may use to contact you regarding any other Council matter.

## Intended recipients

The intended recipient of the information is Kiama Municipal Council. We may share some information with contractors engaged to deliver Council services. These contractors will be bound by Council's Privacy Management Policy.

## Supply

While the supply of information is voluntary, we may not be able to provide the service requested without it.

## Access/Correction

Your personal information may be accessed by you and may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of legal and public health purposes. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

## Storage

Kiama Council is the agency that holds your personal information.

## More information

Council may be contacted on 02 4232 0444, or by email to: [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street Kiama. NSW 2533.

Kiama Council's Privacy Policy can be viewed at : <http://www.kiama.nsw.gov.au/your-council/administration---policies/plans---policies/policies>