



Cemeteries Information Collection Notice

Your Privacy Matters

The Shire of Bridgetown-Greenbushes is committed to protecting your personal information and managing it in accordance with the *Privacy and Responsible Information Sharing Act 2024* (PRIS), the Cemeteries Act WA 1986 and the Local Cemetery Law.

This notice explains how we collect and use your personal information for this specific purpose.

Why We Collect Your Information

We collect your personal information to provide and process Cemetery Applications and actions. Examples include:

- Burial applications and burial services
- Ashes applications for placements
- Monument applications and permits
- Reservations of Burial plots (gravesites)
- Reservations of Ashes and Memorial plots

What Information We Collect

The personal information we collect may include:

- Your name, address, and contact details
- Financial details kept only during the processing of Cemetery fee payments
- Death Certificates, Identification Certificates, Cremation Certificates

How We Use Your Information

We use your personal information for the purpose for which it is collected, as required under the Cemeteries Act WA 1986 and the Cemeteries Local Law – within our Cemetery Register.

How We Store and Protect Your Personal Information

Consistent with the requirements of the Privacy and Responsible Information Sharing legislation and *State Records Act 2000*, we take reasonable steps to ensure the personal information we collect is held in a safe and secure manner.

Personal information that we hold in our records is managed securely through our record-keeping systems. We safeguard our IT systems against unauthorised access and ensure that paper-based files are physically secured. We also ensure that personal information within our systems is only accessible to staff on a need-to-know basis.

When personal information is no longer required to be retained, we will delete or destroy it in accordance with the *State Records Act 2000*.

Your Rights

You have the right to:

- Access the personal information we hold about you
- Request corrections if the information is inaccurate or incomplete
- Lodge a complaint if you believe your privacy has been mishandled

Learn More

The Shire is dedicated to safeguarding the personal information of our community while promoting transparency and accountability. Our Privacy and Information Policy is available on the website – Policy GC17 – Privacy and Information Sharing.