

The text in the template below is a guide to assist you to develop your collection notice. Your collection notice should be tailored to the circumstances and made available at the time of collecting **any** personal information.

## Verbal notice

In circumstances where information is being collected verbally and added to a form or survey, for example at a public event while offering to add someone to a mailing list, the Collection Notice should be read aloud and the provider asked if they agree/understand.

## Security

Consideration also needs to be given to where the information will be stored, how long it will be stored for, when and how it will be disposed of and who will be able to access it.

## Instruction

1. All **BLUE text** below must remain in the Collection Notice.
2. **Yellow highlighted text** is to be replaced with details specific to the collection circumstances.
3. **Blue highlighted text** can be removed **only** if it is not relevant to the collection.
4. Remove all highlights and adhere to Mallee CMA Style Guide.

## Privacy and Data Collection Notice

Mallee CMA values, and is committed to, protecting your privacy. We handle your personal information in accordance with the *Privacy and Data Protection Act 2014* and other applicable legislation.

Your personal information is being collected in order to:

- [include the specific purpose for collecting the personal information]
- [include any other specific purpose]
- [etc]

Other than as permitted by law, Mallee CMA will not disclose or use personal information for any purpose other than that for which it is collected.

We [may/will] share this information with:

- [another organisation/individual], in order to [include the specific purpose the personal information is disclosed].

You are required to provide this information as a result of [include the legal basis for the compulsory collection if applicable].

If you choose not to provide [type of personal information], we will [include the consequence of not providing this type of personal information].

If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact Mallee CMA on 03 5051 4377 or [foi@malleecma.com.au](mailto:foi@malleecma.com.au).

## Further information

[046 OPOL – Privacy and Data Protection Policy](#)

If you need help with your Collection Notice contact [Geri Thwaites](#), Governance and Program Compliance Officer.