



Collection Notice – Resource Order Form

This Collection Notice explains why the Mental Health Commission (Commission) collects personal information, how it is used or shared, and how individuals can contact the Commission or seek access to their information.

What information is collected

The Commission collects personal information you provide when placing an order for resources, including your:

- name
- organisation
- email address
- phone number
- postal address
- information about how the resources will be used (if provided).

Why the information is collected

The information is collected to:

- process and manage your resource order
- deliver requested resources
- contact you if required regarding your order
- understand how Commission resources are being used and improve future resource planning.

How the information will be used or disclosed

The information will be used for the purpose described above and may be disclosed to:

- Commission staff responsible for processing and distributing resources
- delivery service providers engaged to deliver requested resources.

Legal authority

There is no legal requirement to provide this information. However, it is needed to enable the Commission to process and deliver your order.

Consequences of not providing the information

If the required information is not provided, the Commission may be unable to process your order, contact you regarding your order, or deliver the requested resources.

Access and contact

For more information about how personal information is handled at the Commission, or to request access to your personal information, contact:

Mental Health Commission

Privacy Officer

PRIS@mhc.wa.gov.au

08 6553 0600

