## **Collection Notice**

## Why we collect personal information

We collect your personal information to enable us to contact you regarding your submission or account. This is required for the Geographical Names Board to fulfil its statutory responsibility as per *Geographical Names Act 1966*.

## Type of information that is collected

For an account we require your name, email address and contact phone number. No other details are required.

For a submission we require your name, email address, postal address and contact phone number. No other details are required.

## Secure storage of information

We will take reasonable security measures to protect your personal information from loss, unauthorised access, use, modification, disclosure, or other misuse.

The Geographical Names Board is committed to making sure your personal data is secure. Your personal information will be stored securely, not kept longer than necessary, and disposed of appropriately.

#### Disclosure of information

We do not disclose your information outside of the Geographical Names Board, unless you have authorised permission of your details to be shared.

No disclosure is made to any overseas entity.

# You can access and correct your personal information

You may ask for access to the personal information we hold about you at any time and request rectification, erasure, and restriction of your personal information by calling 6332 8241.

### Contact

If you are concerned about an alleged breach of privacy law or any other regulation, please contact <a href="mailto:ss-gnb@customerservice.nsw.gov.au">ss-gnb@customerservice.nsw.gov.au</a>.