

Grant of Aid collection notice

Legal Aid WA (*we, us, our*) collects your personal information when you complete an application to apply for a grant of aid. This notice explains how we collect and handle information from your application, as well as information that may be collected throughout the matter, if you are given a grant of legal aid.

We manage your personal information in accordance with the *Privacy and Responsible Information Sharing Act 2024 (WA)* and the *Legal Aid Commission Act 1976 (WA)*.

What personal information do we collect?

If we have previously provided you with [Information, Advice or Representation](#), we may collect similar information from you again, to ensure what we hold is accurate and to obtain further relevant information to assess your eligibility for a grant of legal aid.

Information we may collect from you includes:

- personal details (such as name, title, gender, date of birth)
- contact details (such as phone number(s), email, address(es))
- relationship status and family details (such as personal information about your partner or any dependents)
- whether you have a guardian or administrator
- whether you identify as Aboriginal and/or Torres Strait Islander
- country of birth and main language spoken
- disability and/or mental health details
- details about your financial circumstances (such as income, benefits, assets, debts and financial and personal details about any individual(s) that support you financially)
- details about your legal matter
- details about other party(ies) involved in your legal matter, including their personal and contact information
- other sensitive information such as details about family violence, abuse, risk of abuse or if applicable, any criminal history

How do we collect this information?

Usually, we will collect this information directly from you. In some instances, we may collect information from:

- authorised third parties (such as someone you give permission for us to speak with, or a guardian or administrator)
- documents provided to us
- courts and justice system agencies (such as police, prosecution authorities, prisons etc) (information such as charge details, criminal records and prison location)
- other State and Commonwealth agencies

Why do we collect this information?

We collect personal information to:

- assess your eligibility for a grant of legal aid
- provide legal and non-legal assistance
- plan and report on our services (for example, our funding agreements with State and/or Commonwealth Government may require collection of certain information)
- fulfil our statutory requirements (such as considering your financial circumstances)

In addition, we collect your information for the below purposes:

- to contact you or an authorised third party about your application or grant of aid
- to determine if any conditions should be placed on your grant of aid (for example, we may request that you pay a [contribution](#) to obtain a grant of aid)

When might we share this information with someone else?

Information we share with external parties is generally limited to administrative information, except where otherwise authorised by law or permitted by you.

Some circumstances where information may be shared externally include:

- with authorised third parties (where you have consented or requested this)
- with private legal practitioners (in most cases they are on our [practitioner panels](#))
- with courts and justice system agencies (such as police, prosecution authorities, prisons etc) (for example, to confirm if you are a client or who your lawyer is)
- with Landgate WA (where you consent to a [memorial](#))
- with government bodies for reporting and statistical purposes (such as the Australian Bureau of Statistics) (the information is shared in de-identified form)
- with other agencies or organisations as part of our audit and compliance duties (such as private authorised audit firms)
- where otherwise required or authorised by law

What if you don't provide this information?

If you do not provide the requested information, we may not be able to process your application, or it may reduce the likelihood of a successful application. Some questions on the application are mandatory; you can contact Legal Aid WA or ask the staff member taking the application to find out more.

If your application is successful, you may be required to provide your assigned lawyer with information. You should speak with them if you have questions about why the information is necessary.

Extent to which this notice applies:

Please note, this collection notice only applies to our handling processes for applications submitted to us, and for grants of aid that are assigned to Legal Aid practitioners.

Additionally, the collection is authorised by law, including:

- *Legal Aid Commission Act 1976 (WA)* – in relation to information relevant to assessing eligibility such as financial circumstances.

If you wish to request access or correct your personal information

Visit our [Freedom of Information](https://www.legalaid.wa.gov.au/get-legal-help/your-rights-client/freedom-information) webpage for more information
(<https://www.legalaid.wa.gov.au/get-legal-help/your-rights-client/freedom-information>).

If you have a question or want to make a complaint about privacy

For more information about how your personal information is handled, or to make a complaint, please contact Legal Aid's Privacy Officer:



privacy@legalaid.wa.gov.au



Privacy Officer

Legal Aid WA
PO Box L916
PERTH WA 6842



In person at one of our offices, such as our Perth office at:
32 St Georges Terrace
PERTH WA 6000