

## WATERLINE COMMUNITY LIBRARY NETWORK

**JUNE 2019 UPDATE**

Dear resident

Thank you to those who recently completed the Waterline Community Library Network survey.

We received more than 150 responses from people who were very keen to have their say on the future of library services in your region.

I am pleased to announce that on Friday, 14 June, the West Gippsland Libraries Board resolved that the Grantville Transaction Centre was its preferred location to house the Waterline Community Library. The proposed Library would be co-located at the facility alongside existing services.

Benefits of this location include:

- Prominent Highway location;
- Central to many towns in the area;
- The region's strongest public transport linkages;
- Most residents from the Waterline have existing reasons to travel to Grantville.

The resolution has been forwarded to Bass Coast Shire Council for final endorsement within the coming months.

The Board also resolved to open two click, collect and return points - one in Coronet Bay, and the other in Corinella.

The survey also helped us understand what topics you are interested in when it comes to providing free social events, seminars and interest groups. It is our goal to host events that reflect these themes at various locations throughout the Waterline region, even before the Library opens.

Finally, and importantly, I would like to close out this survey process by thanking you for your input, and drawing your attention to the back page of this flyer which includes a detailed Collection Notice showing you how we responsibly and safely handle and manage any information you supplied to us during this process.

I look forward to sharing more updates with you in the near future.



Leanne Williams  
Chief Executive Officer  
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## Collection Notice re: Waterline Community Library Survey

### 1. Privacy and confidentiality

This letter and the previous Waterline Community Library Network Survey (Survey) were produced by West Gippsland Regional Library Corporation (ABN 90 793 610 846) (West Gippsland Libraries).

This collection notice outlines how West Gippsland Libraries collects and handles your personal information in compliance with the Privacy Act 1988 (Cth). In this policy, "us" "we" or "our" means West Gippsland Libraries.

We are committed to ensuring the confidentiality and security of your personal information and manage your personal information in accordance with our Privacy Policy, which is available at [www.wgrlc.vic.gov.au](http://www.wgrlc.vic.gov.au).

The Survey is intended to collect information about you for use by West Gippsland Libraries. We explain below when and how we may collect, use and disclose this information.

### 2. Absence of relevant information

If you do not provide some or all of the information requested, we may be unable to provide library services tailored more closely to your interests.

### 3. Collection, use and disclosure of information

We may use and disclose the information we collect about you from the Survey solely for the purpose of informing the design of new library services and programs to be provided in the Waterline region by West Gippsland Libraries.

Your personal information will not be shared, sold or disclosed other than as described in this collection notice.

All hard copy and online copy surveys will be destroyed and deleted once data from the Survey has been analysed.

### 4. Information required by law etc.

We may be required by relevant laws to collect certain information from you. Details of laws that require us to collect information about individuals (personal information) and why these laws require us to collect personal information are contained in our Privacy Policy.

### 5. Providing your information to others

We may provide your information to:

- our employees, related bodies corporate, contractors or external service providers for the operation of the website or our business, fulfilling requests by you, and otherwise provide products and services to you, including without limitation, web hosting providers, IT systems administrators, mailing houses, newsagents, couriers, payment processors, photographic analysers, data entry service providers, electronic network administrators, debt collectors, and professional advisers such as accountants, solicitors, business advisors and consultants;
- our existing or potential agents, business partners or joint venture entities or partners;
- the police, any relevant authority or enforcement body, if we have reason to suspect that you have been engaged in any unlawful activity, and we reasonably believe that disclosure is necessary;
- as required or permitted by any law (including the Privacy Act).

For access to your provided information, you can contact our Regional Support Centre on (03) 5622 2849. If you do not want us to use your information, you may contact us to withdraw your consent to such use.

### 6. Our Privacy Policy

Our Privacy Policy available at [www.wgrlc.vic.gov.au](http://www.wgrlc.vic.gov.au) and contains information about:

- the circumstances in which we may collect personal information from other sources (including from a third party);
- how to access personal information and seek correction of personal information; and
- how you can raise concerns that we have breached the Privacy Act or an applicable code and how we will deal with those matters.

### 7. Collection of sensitive information

We will not collect sensitive information about you, such as information about your health, without your consent. The Survey does not require the disclosure of any sensitive information.