



Supplier Registration and Procurement Collection Notice

Notice

CN-08 | Supplier Registration and Procurement

Who we are and how to contact us

The Shire of Augusta Margaret River collects, holds and manages personal information from business contact persons when you register as a local supplier or submit a tender or quote response.

If you have questions about how your personal information is handled, or wish to request access to or correction of your personal information, please contact:

Privacy Officer

Shire of Augusta Margaret River

41 Wallcliffe Road, Margaret River WA 6285

Phone: (08) 9780 5255

Email: privacy@amrshire.wa.gov.au

Why we are collecting your information

We collect this information for the following purposes:

- registering businesses on the Local Supplier Register
- assessing tender, quote and expression of interest submissions
- evaluating supplier capability and eligibility for procurement activities
- administering contracts with successful tenderers and suppliers
- corresponding with suppliers and tenderers about procurement activities and outcomes
- maintaining procurement records in accordance with statutory obligations

Where your information will be stored

Your information is held in the Shire's procurement and records management systems and, where you submit a tender response, in the Tenderlink tendering platform.

Tenderlink may store tender data on servers located outside Australia. By submitting a tender response through Tenderlink, you acknowledge your information may be transferred overseas to a recipient subject to equivalent privacy protections.

How your information may be disclosed

Your personal information may be used and disclosed for the purposes outlined above.

The Shire may disclose personal information to:

- authorised Shire officers in relevant service areas
- Council meeting agendas and minutes – names of successful tenderers and contract values are publicly available as required by law
- Tenderlink – the Shire's tendering platform, which may process data outside Australia subject to equivalent privacy protections

Information may also be disclosed where authorised or required by law.

How we're authorised to collect your information

We collect, use and disclose your personal information in accordance with applicable laws, including:

- Local Government Act 1995 (WA)
- Local Government (Functions and General) Regulations 1996 (WA)

Consequences of not providing information

If you choose not to provide the required information, the Shire may be unable to:

- register your business on the Local Supplier Register – without your details, the Shire cannot add you to the register or contact you about relevant procurement opportunities
- assess your tender, quote or EOI submission – without the required information, the Shire may be unable to evaluate your submission against the assessment criteria
- determine your eligibility or capability for the procurement – incomplete submissions may result in your submission being deemed non-conforming
- enter into a contract with you if your submission is successful – without business details, ABN and contact information the Shire cannot execute a formal contract
- comply with its procurement obligations under the Local Government (Functions and General) Regulations 1996 (WA)