

FIREARMS LICENCES & PERMITS PRIVACY COLLECTION NOTICE

Your personal and/or health information (“personal information”) is being collected to process your application for a permit or licence under the *Firearms Act 1996* (“the Act”).

This Privacy Collection Notice outlines how the NSW Police Force Firearms Registry (“Firearms Registry”) handles your personal information when you make an application for, amend, vary, replace or renew a licence or permit under the Act.

1. Why we are collecting your information

The Firearms Registry administers the Act and the *Firearms Regulation 2017* (“the Regulation”). Persons must be appropriately licensed under the Act to acquire, possess, use, and supply firearms in NSW.

We collect personal information for the purposes of assessing applications for a licence or a permit, and to amend, vary, replace or renew a licence or permit granted under the Act, and to generally administer the Act and the Regulation.

2. The kinds of information we collect

We may collect the following personal information, either directly from you as part of the application process or indirectly in order to assess your application and for compliance purposes:

- your full name, date and place of birth, gender, and contact details (address, email and phone number)
- proof of identity information, which may include your passport, driver licence, Medicare card details, birth certificate or other proof of identity, citizenship, or residency
- criminal information
- additional personal information where required to satisfy the eligibility requirements for the licence or permit.

If you fail to provide some or all of your relevant personal information, your application may not be considered, or it may be withdrawn or refused.

You are required to inform the Firearms Registry of changes to your contact details and other personal information. Information on how to notify the Firearms Registry of changes is available at www.police.nsw.gov.au/firearms.

3. How we may use the information we collect

We may use the information we collect to:

- assess your application
- manage your licence and/or other authority
- assess your eligibility to continue to hold the licence
- otherwise generally administer the Act and the Regulation.

4. Who we share information with

We will not share your personal information with anybody else, except:

- as outlined in this Notice, or
- where required to fulfil the purposes outlined in this Notice, or
- where you have given consent, or
- where we are authorised to do so by law.

We may make enquiries and exchange information with other NSW Government Agencies, or other States, Territories and/or the Commonwealth or other Police Forces for the purpose of assessing your application and for compliance purposes.

4.1. Service NSW

Service NSW provides a digital front door for firearms licence and permit applications, and collects and uses your personal information to:

- initiate the application using your MyServiceNSW Account details
- verify your identity with the Document Verification Service
- verify your identity when attending a Service NSW Centre to have your photo taken for a licence or permit photo card
- take your photo and record your signature for your licence or permit and share with Transport for NSW
- share details from your MyServiceNSW Account with the Firearms Registry.

Service NSW also maintains and uses your personal information for internal administrative purposes, including for the purposes of our interactions with you.

Further information you provide through the application to demonstrate your eligibility for a licence or permit will be collected and stored by the NSW Police Force only.

For more information about how Service NSW handles personal information and how you can request access to or correct the personal information that is held about you, please visit the [Service NSW Privacy Statement](#). If you have a privacy enquiry or complaint, you can contact Service NSW using the details below:

Service NSW

2-24 Rawson Place Sydney NSW 2000
Phone: 13 77 88
Email: privacy@service.nsw.gov.au

4.2. Transport for NSW

We are partnered with Transport for NSW, which assists us with our business operations by providing firearms licence and permit photo cards on our behalf. Transport for NSW has a [Privacy Statement](#) which outlines how it looks after this data.

If you would like to make an enquiry, you can contact Transport for NSW using the details below:

Transport for NSW

231 Elizabeth St Sydney, NSW 2001
Email: privacy@transport.nsw.gov.au
Phone: 132 213

5. Protecting your information

We have measures in place to help protect your personal information from loss, unauthorised access, use, modification, disclosure, or other misuse.

We will store and manage your personal information in accordance with provisions under the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*. Please see the [NSW Police Privacy Management Plan](#) for more information about how we handle your personal information.

6. Your rights

Subject to certain conditions, you have the following rights in relation to your personal information:

- the right to access your personal information
- the right to correct your personal information.

If you wish to exercise any of the above rights, please contact us using the details below.

7. Contact us

If you would like to make a privacy enquiry or complaint, or exercise any of your privacy rights, you can contact us using the details below:

Privacy Section, NSW Police Force

Locked Bag 5102

PARRAMATTA NSW 2124