



Collection Notice – Parent and Family Drug Support Service Volunteer Applications

This notice explains what information we may collect, why we collect it, and how we protect your privacy when you register your interest as a volunteer.

Who we are

The Parent and Family Drug Support Service (PFDS) is part of the Alcohol, Drug and Mental Health Support Service (ADMHSS), a service provided by the Mental Health Commission (Commission).

PFDS is a confidential service that provides peer led information, education and support to family members, carers, and significant others who are concerned about someone else's alcohol and/or drug use.

What information do we collect when you enrol?

When you register your interest to become a PFDS Volunteer, we may collect:

- your name, or a name you choose to use
- your phone number, email address and location
- information about your experience supporting someone affected by alcohol and/or other drug use
- information about your personal experience with similar services and your reasons for applying to become a volunteer
- details of any previous volunteering, employment, or other relevant experience that may assist you in the role
- information about your basic information technology (IT) skills
- your potential availability to participate in training and volunteer activities.

Why do we collect this information?

We collect information to:

- assess your suitability for the PFDS Volunteer role
- understand your skills, experience and areas of interest
- determine any training, supervision or support requirements
- contact you regarding your application and the volunteer recruitment process
- match volunteer opportunities with your availability, skills and experience
- support the ongoing management, training and coordination of PFDS Volunteers.

When we might use or share your information?

PFDS is committed to protecting the privacy and confidentiality of personal information. Information collected through your registration is in accordance with applicable privacy legislation, as well as the Commission's policies and procedures.





Personal information is only accessed by authorised Commission staff who require it to perform their duties and is stored securely to help prevent unauthorised access, disclosure, misuse, or loss.

Do you have to provide all your information?

No. Providing this information is voluntary and there is no legal requirement for you to provide it. If you choose not to provide the requested information, we may be unable to assess your suitability for the volunteer role or progress your application.

Accessing the information or making a complaint

You can ask to access or correct the information by contacting the Commission's Privacy Officer.

If you have concerns about how the information has been handled, you can also make a privacy complaint through the [Commission's website](#) or via the Privacy Officer.

Further information

For more information about how the Commission manages personal information, please refer to the [privacy policy](#).

Contact us

Mental Health Commission
Privacy Officer
PRIS@mhc.wa.gov.au
6553 0600

