

NSW Reconstruction Authority

Privacy Collection Notice

Spontaneous Volunteering Community Capability Building Project Workshops

April 2026



Acknowledgement of Country

NSW Reconstruction Authority acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past, present and emerging and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this Privacy Collection Notice.

We advise this resource may contain images, or names of deceased persons in photographs or historical content.

Privacy Collection Notice

Published by NSW Reconstruction Authority

First published: April 2026

Copyright and disclaimer

© State of New South Wales through NSW Reconstruction Authority 2026. Information contained in this publication is based on knowledge and understanding at the time of writing, April 2026, and is subject to change.

Background

The Spontaneous Volunteering Community Capability Building Project (Project) actions Recommendation 12a of the State Emergency Management Committee's (SEMC), Review into Emergency Volunteering. This recommendation focuses on improving how SEMC agencies, and the broader NSW community, prepare for, coordinate, and leverage community participation in emergency volunteering. The Project's workshops are owned by the NSW Reconstruction Authority (RA) and are delivered as part of a state-wide, cabinet committed strategic project.

RA will be delivering a series of one-day, face-to-face workshops for the Project across seven high priority local government areas (LGAs) in NSW which are:

- Wagga Wagga
- Mid-Western Regional
- Port Macquarie-Hastings
- Narrabri Shire
- Ballina Shire
- Wingecarribee
- Penrith City

The Project's workshops aim to strengthen how councils and community organisations in high disaster-risk areas coordinate informal volunteers following a disaster. The participating LGAs were identified through engagement with NSW Government subject matter experts, taking into account risk profiles and alignment with related projects currently underway.

The core workshop content will remain consistent across the state, with regional contextualisation provided through input from Regional Delivery teams and other internal SMEs.

Why your personal information is being collected

RA collects your personal information to enable it to deliver, administer, and evaluation the Project, and to comply with legal and administrative obligations. The purpose of the collection is to:

- support the effective planning of the Project's workshops
- facilitate and deliver the Project's workshops
- create an invitation database for the Project's workshops communications
- provide you with further information about your registration to the Project's workshops
- invite you to complete ongoing evaluations such as pre-workshop, post-workshop, and two-month follow-up surveys, and
- for other directly related purposes.

What information is being collected?

RA may collect the following personal information:

- your full name
- your contact number
- your email address
- the organisation you work for, and
- your position.

RA does not require you to disclose information that is not requested on the Project's workshops registration form.

How your information will be used and disclosed

Your personal information will be used and disclosed only for the purposes for which it was collected, or a directly related purpose, or as otherwise permitted or required by law.

RA will ensure that your personal information is kept private and confidential when it is not being used for the primary purpose that it was collected or a directly related purpose. It will be stored and protected appropriately to the sensitivity of this information and will not be used for any other purpose without your prior written consent.

RA may disclose your personal information to any third-party suppliers that RA contracts for program reporting, monitoring and evaluation purposes to assist with assessing the outcomes of the Project. RA may also share de-identified information for research and statistical purposes.

Whether you are required by law to provide this information

RA will only collect personal information that is reasonably necessary to administer and deliver the Project's workshops, including participant communications and evaluation activities. Providing RA with the requested information is voluntary.

If you choose not to provide us with the requested information, RA may not be able to register you for the Project's workshops, communicate important information, or include you in evaluation activities.

Further information

This Privacy Collection Notice (PCN) applies to the information you provide in your registration form, communications with RA, and other information you have provided, or will provide, to RA for the purposes of processing your registration for the Project's workshops.

You have the right to access your personal information held by or on behalf of RA without excessive delay or expense. You also have the right to have your personal information updated, corrected, or amended if it is inaccurate or out-of-date.

If you would like to access or correct your personal information, please contact RA by emailing ccb@reconstruction.nsw.gov.au.

You may also contact us if you have any questions about this PCN.

Please see our [Privacy Management Plan](#) for more information about how we handles your personal information.