

# Privacy Act Complaint Form & Application for Personal Information



DATE

## APPENDIX 1: COMPLAINT FORM

### 1. Personal Details

YOUR FULL NAME

POSTAL ADDRESS

EMAIL

PHONE

### 2. The name and position of the person whose actions you are complaining

They will be advised of your complaint

NAME

POSITION

COMPANY / RELATED ENTITY

### 3. Have you contacted the person concerned about your complaint?

YES

NO

If yes, what was the response? Please attach copies of any correspondence that you have had with the person about the matter.

### 4. What would you like to see happen to resolve your complaint?

## 5. What is the complaint about?

Please tick the relevant box or boxes and provide details

- a) That you have asked for access to information about you and that request has been refused;
- b) That you have asked for information about you to be corrected, or have provided a statement of correction to be attached, and that request has been refused;  
If you have asked for access to information about yourself or have asked for correction of information about yourself, please send us copies of the request and the response or give clear details of when the request was made.
- c) That information about you was disclosed to someone else  
Please specify what information was disclosed, when it was disclosed and to whom it was disclosed;
- d) That information about you was used without being checked to see if it was correct;
- e) That information about you was unlawfully or unnecessarily collected  
Please specify what information was collected, and from whom it was collected;
- f) That information about you was not kept reasonably secure;
- g) Other (please specify below)

Please attach copies of any documents you have which can show what happened, or make clear notes of what happened (with dates and other details).

## 6. Explain how this action or these actions have caused (or may cause) a negative effect on you.

Please provide evidence where available

## APPENDIX 2: APPLICATION TO REQUEST PERSONAL INFORMATION

NAME OF PERSON REQUESTING INFORMATION

1. What information is requested?

2. Does the information requested include information relating to an identifiable individual?

YES

NO

If so, what personal information is involved?

**IF THE INFORMATION DOES RELATE TO OR INCLUDE INFORMATION WHICH WOULD READILY IDENTIFY AN INDIVIDUAL, PLEASE COMPLETE THE REMAINDER OF THIS FORM**

3. This information is requested on the basis that:

Disclosure is authorised by the individual concerned

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Disclosure is necessary to (select all that are applicable):

Avoid prejudice to the maintenance of the law by any public sector agency, including prejudice to the prevention, detection, investigation, prosecution, and punishment of offences

Enforce a law that imposes a pecuniary penalty

Protect public revenue

Assist in the conduct of proceedings before any court or tribunal (being proceedings that have been commenced or are reasonably in contemplation)

Disclosure is necessary to prevent or lessen a serious threat to:

Public health or public safety

The life and health of the individual concerned or, another individual

Disclosure of the information is necessary to enable an intelligence and security agency to perform any of its functions

The information is to be used in a form which the individual concerned is not identified

The information is to be used for statistical or research purposes and will not be published in a form that could reasonably be expected to identify the individual concerned.

Disclosure of the information is necessary to facilitate the sale or other disposition of a business as an on-going concern

Description of the information required and the basis upon which for requesting it: