



# APPLICATION TO CORRECT PERSONAL INFORMATION

## Details of Applicant

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Preferred Title: Mr / Dr / Mrs / Ms / Miss (please circle) Other: \_\_\_\_\_

Name of organisation you are applying on behalf of: \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Numbers: A/H: \_\_\_\_\_ Mobile: \_\_\_\_\_  
B/H: \_\_\_\_\_ Fax: \_\_\_\_\_

*Please present for inspection, or provide a photocopy of, your drivers licence, passport, or other form of approved identification documentation. This is to verify your identification.*

Preferred Method of Contact: *please tick box(es)*

<input type="checkbox"/> Telephone	<input type="checkbox"/> Mail
<input type="checkbox"/> Facsimile	<input type="checkbox"/> Email

**Privacy:** The *Information Act* requires you to supply your name and an address for correspondence. Additional contact details will assist the organisation to deal with your application. Personal information supplied in the course of an application may be used or disclosed in order to deal with the application and any review or complaint arising from the application.

## Information to be corrected

*(Please provide sufficient details. If insufficient space, please attach a separate sheet of paper.)*

Name of organisation holding the personal information: \_\_\_\_\_

The document(s) described below contain(s) my personal information:

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The personal information in the document(s) that needs correcting is:

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The reason(s) why I claim the personal information is inaccurate, incomplete or out of date:

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I request that the personal information be corrected in the following way:

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.....

.....

### Identification

The organisation must be satisfied as to your identity. This is usually done by viewing a drivers licence, passport or some other card or document that identifies who you are.

**Applying by post/fax:** Attach a copy of the identification document to this application form. (The copy will be destroyed upon the organisation being satisfied as to your identity).

**Applying in person:** If you are applying in person to an official who knows you, they may be willing to certify your identity in the space provided at the end of this form. Alternatively, please produce a form of identification for the official to sight.

If the organisation needs more information to satisfy itself about your identity, it will contact you

**(please tick if you are lodging your application by post or fax)**

I have attached a photocopy of a document that identifies who I am.

### Assistance

If you need help, or are unable to complete this application form please contact the Information Manager of the relevant organisation prior to lodging the application form via the Government Switchboard on 8999 5511.

### Declaration

I certify that all the information supplied by me concerning this application is complete and accurate. If any information may be considered to be untrue or misleading in any respect, I understand that the Department/organisation may take such action as it believes necessary, including the disclosure of the information to any person or body the Department/organisation considers has a legitimate interest in receiving it, and I consent to such disclosure. I accept that the information provided by me in this application may also be disclosed to other persons and/or bodies where such disclosure is required by law.

**SIGNATURE** 

Date: \_\_\_\_\_

### Office Use Only:

Reference / Request Number: \_\_\_\_\_

Date Application Received: \_\_\_\_\_

Satisfied as to the Identity of the Applicant: Yes / No (please circle)

Basis for Satisfaction of Identity: \_\_\_\_\_

Receiving Officer's Name: (please print) \_\_\_\_\_

Signature of Receiving Officer: \_\_\_\_\_

### Notes to Applicant

#### What personal information can you correct?

The *Information Act 2002* (the Act) gives you the right to apply to a public sector organisation for correction of your personal information if you believe that it is inaccurate, incomplete or out of date.

The public sector organisation can make the correction requested in this application, refuse the application, or make a correction different to this application. If you are of the opinion that the information as corrected is inaccurate, incomplete or out of date, you are entitled to request that a statement to that effect is placed with the corrected personal information. A public sector organisation is not required to correct personal information that is historical only.

#### What the public sector organisation must do when it gets your request?

The public sector organisation is required to respond within 30 calendar days, or require more time to make a decision. However, if you are not notified within this time, the public sector organisation is taken to have refused your application.

The public sector organisation may transfer the application if another public sector organisation holds the personal information, or the information originated from and is more closely related to the operations of another public sector organisation.