

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998 - APPLICATION FORM



Personal Information Retained (Section 13) Access to Personal Information (Section 14) Alteration of Personal Information (Section 15)

Please complete the details of your request below and forward this form to Upper Hunter Shire Council.

Upper Hunter Shire Council
PO Box 208
Scone NSW 2337

E: council@upperhunter.nsw.gov.au
P: 02 6540 1100

Office locations:
135 Liverpool Street Scone | 34-40 Vennacher Street Merriwa | 47 Mayne Street Murrurundi

1. APPLICANT DETAILS

Company Name: _____

Title: Mr / Mrs / Ms Surname: _____ Given Name(s): _____

Postal Address: _____

Suburb: _____ Postcode: _____

Contact Number: _____ Fax: _____

Email Address: _____

Is the information about your personal information? Yes No

2. PROOF OF IDENTITY

An applicant must provide proof of identity upon lodgement:

1. in its original format at a Council Administration Centre; or
2. in the form of a certified copy if lodgement is not made in person (ie via post or email).

Australian driver's licence with photograph, signature and current address; or

Current Australian passport; or

Other proof of signature and current address details.

3. DETAILS AND PROOF OF IDENTITY TO WHOM THE PERSONAL INFORMATION RELATES

(if not the applicant's)

Company Name: _____

Title: Mr / Mrs / Ms Surname: _____ Given Name(s): _____

Postal Address: _____

Suburb: _____ Postcode: _____

Contact Number: _____ Fax: _____

Email Address: _____

Signature: _____ Date: _____

4. SECTION 13 PIPPA – Information about Personal Information Held by Agencies

Request for Council to provide me with the following information: Yes No

Does Council hold personal information about me? _____

What is the nature of that information? _____

What is the main purpose for which the information is used? _____

Entitlement to gain access to the information? _____

5. SECTION 14 PIPPA – Access to Personal Information Held by Agencies

Request for Council to provide me with the following information Yes No

Request for access to all personal information held concerning myself? Yes No

Request for access to the following information only: _____

6. SECTION 15 PIPPA – Alteration of Personal Information

Request to alter all personal information held concerning myself? Yes No

If No, specify the information that is only to be altered: _____

Clearly identify changes to be made: _____

7. APPLICANT DECLARATION

Applicant’s Signature: _____ **Date:** _____

PRIVACY STATEMENT

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council; data service providers engaged by the Council from time to time; and any other agent of the Council.

The supply of the information is voluntary. If you cannot provide or do not wish to provide the information sought, Council may be unable to process your request. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the Act.

Council is the agency that holds the information.

Enquiries concerning this matter can be addressed to the Public/Privacy Officer.

General information about the PIPP Act is available by calling the Office of the Information Commissioner on free call 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au

Office Use Only

Lodgement Method: In person Mail Email

Proof of Identify: Originals Sighted Certified Copy Received **Officer initials:** _____