

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: _____

I agree to receive correspondence to the above 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? Yes No

What is the nature of that information? Yes No

What is the main purpose for which the information is used? Yes No

Entitlement to gain access to the information? Yes No

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. Any personal information supplied or collected will only be stored and processed for lawful purposes directly related to the functions and activities of Upper Hunter Shire Council.

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

Proof of Identify: **Originals Sighted**

Certified Copy Received

Date Received: _____

Officer Initials: _____