

# APPLICATION FOR AMENDMENT OF PERSONAL RECORDS PRIVACY & PERSONAL INFORMATION PROTECTION ACT 1998

## 1 APPLICANT'S CONTACT DETAILS

Family name: .....

Given name(s): ..... Title: (Mr/Mrs/Ms/Miss) .....

Postal Address in Australia: .....  
..... Postcode:.....

Telephone: *Home*: ( ) ..... *Work/mobile* ( ).....

Right to Information Application Reference Number: .....

## 2 DETAILS OF APPLICATION

In accordance with Section 15 of the Privacy & Personal Information Protection Act, I seek amendment of personal records held by Community Services.

I claim that the document(s) described below, contain(s) my personal information that is:

- Please tick appropriate section*
- Incorrect
  - Incomplete
  - Out of Date
  - Misleading
  - Not relevant to the purpose for which it was collected

The information is on page(s): .....

.....

The information which needs changing is: .....

.....

.....

.....

The reason I claim the information is incomplete, incorrect, out of date, misleading or not relevant is:

.....

.....

.....

.....

## 2 DETAILS OF APPLICATION (continued)

s.40

The information should be amended to say the following:.....

.....  
.....  
.....  
.....

*(If there is insufficient space on this form, please attach separate sheets)*

I have attached the following documents to support my claim:.....

.....  
.....

*(Please indicate whether you want us to return any or all of your documents)*

## 3 FEES & CHARGES

There are no fees or charges for the lodgment or processing of this application. If, after a decision on this application, Community Services makes significant corrections to your personal records and the mistakes were not yours, all fees and charges paid for the original Right to Information application and, where applicable an internal review, will be fully refunded.

## 4 HOW TO CONTACT US

If you have any questions about how to complete this application form, please ring the Right to Information Unit on 9716 2662.

## 5 ADDRESS FOR APPLICATION

Right to Information Unit  
Community Services  
Locked Bag 4028  
ASHFIELD NSW 2131

## 6 APPLICANT'S SIGNATURE

Signature: ..... Date: ...../...../.....