



CARRATHOOL SHIRE COUNCIL

9-11 Cobram Street Goolgowi NSW 2652

PO Box 12 Goolgowi NSW 2652

Ph: 6965 1900 Fax: 6965 1379

Email: council@carrathool.nsw.gov.au

Form: 110

Doc Id: 338405

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)

Privacy Notification - 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

Applicant Details			
Company Name			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (<i>please specify</i>)		
Surname		Given Name/s	
Postal Address (<i>this is the address your response will be mailed to</i>)			
Suburb		Postcode	
Contact Number		Fax	
Email Address			
Is the information about your personal information? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Proof of Identity			
An applicant must provide proof of identity upon lodgement: 1. in its original format at a Council Administration Office; or 2. in the form of a certified copy if lodgement is not made in person (i.e. via post or email) <input type="checkbox"/> Australian drivers licence with photograph, signature and current address, or; <input type="checkbox"/> Current Australian Passport, or; <input type="checkbox"/> Other proof of signature and current address.			
Details and Proof of Identity to Whom the Personal Information Relates (<i>if not the applicants</i>)			
Company Name			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other (<i>please specify</i>)		
Surname		Given Name/s	
Postal Address			
Suburb		Postcode	
Contact Number		Fax	
Email Address			

Note: As an applicant, you have a right of access to personal information concerning yourself that is held by the Council under section 14 of the Privacy and Personal Information Protection Act 1998 (PPIPA).

Council may refuse to process your application in part, or in whole, if:

- there is an exemption to the relevant section of the PPIPA; or
- a Code of Practice restricts action on the application.

Privacy and Personal Information Protection Act 1998 Application Form

Please complete the relevant sections below:

Section 13 PPIPA - Information about Personal Information Held by Agencies

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

Does the Council hold personal information about me? Yes No

If yes, what is the nature of this information?

What is the main purpose for holding the information?

Am I entitled to access the information? Yes No

Section 14 PPIPA - 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 concerning myself? Yes No or;

Request for access to the following information only:

Section 15 PPIPA - 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 and reasons for these changes:

The documentary bases for the above changes are shown in the attached documents. Yes No

You have a right to request appropriate amendments are made (whether by way of corrections, deletions or additions) to ensure that the personal information held by the Council:

- (a) is accurate, and
- (b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up-to- date, complete and not misleading.

If Council is not prepared to amend the personal information in accordance with a request by you, Council must take such steps as are reasonable to attach to the information in such a manner as is capable of being read with the information, any statement provided by you.

If your personal information is amended, you are entitled under the Privacy and Personal Information Protection Act 1998 (PPIPA), if it is reasonably practicable, to have recipients of that information notified of the amendments made by Council.

Applicants Declaration

Signature		Date: / /
-----------	---	-----------

Please post this form: The General Manager Carrathool Shire Council PO Box 12 Goolgowi NSW 2675	Lodge in person at: Goolgowi Office 9-11 Cobram Street GOOLGOWI	Hillston District Office 139-145 High Street HILLSTON
Or email: council@carrathool.nsw.gov.au		