

Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - Personal information collected in this application is considered personal or health information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). Information provided will only be used for the purpose for which it is collected. The intended recipients of the personal information are Council officers and may extend to any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of this information is voluntary, however if you do not wish to provide all details requested, Council may be unable or limited in dealing with your request. You may make application to access, amend or suppress your personal information which Council will consider in accordance with the PPIPA.

How to complete this form

- 1 Complete as many fields as possible to allow Council to identify and provide the information requested.
- 2 Once completed please refer to the lodgement details section for further information.

SECTION 1 APPLICANT DETAILS			
Name Mr/Mrs/Ms	Surname	Other Names	
Postal Address			
Phone		E-mail	

In the interests of the environment and where possible this information will be provided electronically, therefore please ensure you have provided an e-mail address. An alternative method of provision may be considered.

SECTION 2 FORM OF CONTACT/ACCESS		
<input type="checkbox"/> Electronically via email	<input type="checkbox"/> Paper copy via mail	<input type="checkbox"/> Phone
<input type="checkbox"/> Access in another way (please specify)		

SECTION 3 PROOF OF IDENTITY - <i>Required when an applicant is requesting information on</i>
When seeking access to personal information, an applicant must provide proof of identity in the form of a <u>certified</u> copy of any one of the following documents:
<input type="checkbox"/> Australian driver's licence (with photograph, signature and current address)
<input type="checkbox"/> Current Australian passport
<input type="checkbox"/> Other proof of signature and current address details

SECTION 4 PERSONAL INFORMATION REQUIRED
Please tick which of the following your application relates to:
<input type="checkbox"/> Determine whether Council holds personal information about a person (made under Section 14 of the Privacy and Personal Information Protection Act 1998 (PPIPA) - Go to Section 5
<input type="checkbox"/> Access to my personal information held by Council (made under Section 14 of the Privacy and Personal Information Protection Act 1998 (PPIPA) Go to Section 6

SECTION 5 PERSONAL INFORMATION HELD

I hereby request that Port Macquarie-Hastings Council provide me with details of:

- Whether any personal information is held about me. The main purpose for which the information is held.
- The nature of the information held. Whether I am entitled to access the information.

Council **will not** record your address or any other contact details that you provide for any other purpose other than to respond to your application.

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). Refer to section 6 below to gain access.

The Council may refuse to process this application in part or in whole if:

- there is an exemption to section 13 of the PPIPA; or
- a Code of Practice may restrict the operation of section 14.

SECTION 6 ACCESS TO PERSONAL INFORMATION

I hereby request that Port Macquarie-Hastings Council provide me with:

- Access to all personal information held concerning myself.
- Access to the following personal information only, please provide details below:

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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).

You are entitled to have access without excessive delay or cost.

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

- the correct amount of fees has not been paid;
- there is an exemption to section 14 of the PPIPA; or
- a Code of Practice may restrict disclosure.

SECTION 7 FEES AND COPYING CHARGES

There is no application fee payable. Copying charges apply in accordance with Council current adopted Schedule of Fees and Charges if copies of documents are required.

SECTION 8 APPLICANT DECLARATION

Signature:

Date:

LODGEMENT DETAILS

You can lodge the completed application by:

Post The Public Officer, Port Macquarie Hastings Council, PO Box 84, Port Macquarie NSW 2444
In Person Customer Service Offices - Burrawan St Port Macquarie, Laurie St Laurieton , High St Wauchope
Email council@pmhc.nsw.gov.au
What now? Once your application is received, Council will acknowledge your application within 10 working days, with information provided within 28 days (20 working days) in most instances.

FURTHER INFORMATION

General information about the *PPIP Act* and *HRIP Act* is available by calling the Office of the Information and Privacy Commissioner on freecall 1800 472 679 or at its website: www.ipc.nsw.gov.au.