

**Privacy Complaint:
Internal Review Application Form
NARRANDERA SHIRE COUNCIL**

All correspondence to: The General Manager, 141 East Street Narrandera NSW 2700. Email: council@narrandera.nsw.gov.au | Web Site: www.narrandera.nsw.gov.au | Phone: (02) 6959 5510 Fax: (02) 6959 1884

Privacy Notification: *The information on this form is being collected by Council for administrative purposes. It will be used by Council staff for purposes relating to your application and may also be disclosed to persons and/or organisations outside Council for this or a directly related purpose. The supply of this information to Council is voluntary however without it, Council may be unable to process your application. Persons identified on this form may at any time, apply to Council for access to or amendment of the information.*

1 Applicant

Surname:.....

Given names:.....

Title (Mr/s):.....

Address:.....

.....
Suburb:.....

Postcode:.....

Phone:

Mobile:

Email:.....

I agree to receive correspondence at the above email address: Yes or No (*please circle*)

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If you are complaining on behalf of someone else, write their full name here and advise of your relationship to this person (eg. parent)?

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Is the other person capable of making the complaint him or herself (*please circle*)?

Yes

No

I'm not sure

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.....

2 Details of Complaint

Application made under: Please identify (*circle*)

*s.53 of the Privacy and Personal Information Protection Act .
1998 (the PPIP Act)*

*s.21 of the Health Records Information Privacy Act 2002 (the .
HRIP Act)*

What is the specific conduct you are complaining about?:

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Which of the following describes your complaint (*please circle*):

Collection of my personal/health information;

Security or storage of my personal/health information;

Refusal to let me access or find out about my own personal/health information;

Accuracy of my personal/health information;

Use of my personal/health information;

Disclosure of my personal/health information;

Other;

I'm not sure.

When did the conduct occur? (Please be as specific as you can)

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When did you first become aware of this conduct?

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You need to lodge this application within 6 months of the date above. If more than 6 months has passed, you may ask the agency for special permission to lodge a late application. If you need to, write here to explain why you have taken more than 6 months to make your complaint:

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What effect did the conduct have on you?

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What effect might the conduct have on you in the future?

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What would you like to see the agency do about the conduct?

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I understand that this form will be used by Narrandera Shire Council to process my request for an Internal Review. I understand that details of my application will be referred to the Privacy Commissioner in accordance with section 54 (1) of the Privacy and Personal Information Protection Act 1998; or section 21 of the Health Records and Information Privacy Act 2002; and that the Privacy Commissioner will be kept advised of the progress of the review.

I would prefer the Privacy Commissioner to have (*please indicate*):

a copy of this application form; or

Section 2 only - Details of Complaint.

Signature:.....

Date:.....

Note: If there is insufficient space to answer any of the questions on this form, attach separate sheets which indicate the question to which you are referring. It is not a requirement that you complete this form. This form is designed for your convenience only.

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