

REQUEST MADE UNDER: *(Please tick one)*

- s.15 of the *Privacy and Personal Information Protection Act 1989*
- cl.8 Schedule 1 of the *Health Records and Information Privacy Act, 2002*

DETAILS OF APPLICANT

Surname: _____

Given Names: _____ Title: (Mr/s) _____

Australian Postal Address: _____

Postcode: _____ Telephone number(s): _____

DETAILS OF REQUEST

In accordance with the above provisions I seek amendment of personal records held by Shoalhaven City Council.

I claim that the document(s) described below to which you provided me access under the FOI Act contain/s information relating to my personal affairs that is:

- | | | |
|--------------------------------------|-------------------------------------|------------------------------|
| <input type="checkbox"/> incomplete | <input type="checkbox"/> incorrect |) <i>Place a tick in the</i> |
| <input type="checkbox"/> out of date | <input type="checkbox"/> misleading |) <i>appropriate box</i> |

The document/s containing the information is/are: _____

The information I wish to change is: _____

The reasons why I claim the information is incomplete, incorrect, out of date or misleading are: _____

Attach any documentation which would support your claim and indicate which documents should be returned to you.

The records should be amended to indicate the following: _____

If there is insufficient space to answer any of the questions on this form attach separate sheets which indicate the questions to which you are referring.

FEES/CHARGES

There are no fees or charges for the lodgement or processing of this application.

LODGEMENT OF APPLICATION

This application must be addressed to the General Manager, Shoalhaven City Council, PO Box 42, Nowra 2541.

Applicant's Signature: _____ Date: _____

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.