



# ALTERATION OF APPLICANT'S PERSONAL INFORMATION APPLICATION FORM

(under s.15 Privacy and Personal Information Protection Act 1998)

## NOTE TO APPLICANT

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 is:

- (a) is accurate
- (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 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 ("the Act"), if it is reasonably practicable, to have recipients of that information notified of the amendments made by Council.

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

- there is an exemption to section 15 of the Act; or
- a Code of Practice may restrict alteration.

Enquiries concerning the application should be made to Manager Governance on 9748 9976.

## REQUEST TO AMEND PERSONAL INFORMATION HELD BY COUNCIL

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

I propose the following changes be made: \_\_\_\_\_

\_\_\_\_\_

The reasons for the changes are: \_\_\_\_\_

\_\_\_\_\_

The documentary bases for those changes is as shown on the attached documents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Send Applications to:** The Public Officer, Strathfield Council, PO Box 120, Strathfield NSW 2135.

**Address:** 65 Homebush Road Strathfield **Phone:** (02) 9748 9999 **Fax:** (02) 9764 1034

**Email:** council@strathfield.nsw.gov.au