



APPLICATION TO AMEND PERSONAL INFORMATION

Privacy & Personal Information Protection Act 1998 (NSW) S.15

How to lodge this application

Post: Blue Mountains City Council, LMB 1005, Katoomba, NSW 2780

In person: 2-6 Civic Place, Katoomba NSW 2780 **or** 104 Macquarie Rd Springwood NSW 2777

Fax: (02) 4780 5555

Email: council@bmcc.nsw.gov.au

Important information about this form: *Please read carefully before completing your application*

Amending your personal record

You have a right to request appropriate amendments to be made (whether by way of corrections, deletions or additions) to ensure that the personal information held by 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 you require access to your personal information you may be requested to show some form of identification to the Council officer. An example is a driver's licence or similar documentation.

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.

Refusal to process requests

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.

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

- (a) there is an exemption to s.15 of the Privacy and Personal Information Protection Act 1998.
- (b) a Code of Practice may restrict alteration

For further information

Refer to the *Privacy and Personal Information Protection Act 1998* (PPIPA) and the *Government Information (Public Access) Act 2009* (GIPA Act) or contact the Public Officer via the contact details on the next page.

Applicant's details

Surname: Given Names: Title:

Company (if applicable):

Postal Address:

.....Postcode:

Telephone number:Mobile:

Email address:

I am making this application on behalf of another person: Yes** No

** If yes, please ensure that you complete this form as yourself and attach relevant consent documentation.

Request for amendment to personal information

I, (name)
.....

Of (address),
.....

Hereby request the Council to alter personal information regarding myself in the following manner. I propose the following changes:.....

.....
.....

The reasons for the changes are as follows:
.....
.....

The documentary basis for those changes is as shown on the attached documents

- Drivers licence
- Rates notice
- Utilities bill:
- Other documents (please state)

.....
.....

Signature of applicant

I declare that the information given on this form is true and correct.

Signed: Date:

Privacy Protection Notice: *The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA).*

Intended recipients: The intended recipients of the personal information are officers within the Council.

Reason for collection: Council is collecting this personal information from you in order to process your information amendment request and to inform future dealings with respect to your affairs for the purpose of conducting Council business.

Supply: The supply of information by you is voluntary. If you do not provide Council with this information, we may be unable to process or complete your application.

Access and Correction: You may make an application to access or amend information held by Council.

Storage: Council is the agency that holds and controls the information: Locked Bag 1005, Katoomba NSW 2780

Enquires about this form: Contact the Public Officer, Locked Bag 1005, Katoomba NSW 2780 (council@bmcc.nsw.gov.au; (02) 4780 5000).