

Alteration of Personal Records Application

You may use this form to request amendment to your personal records under section 15 of the *Privacy and Personal Information Protection Act 1998* (PPIP Act) or HPP 8 of the *Health Records and Information Privacy Act 2002* (HRIP Act). If you need help filling out this form, please contact us on (02) 4251 6111 or email gipa@ses.nsw.gov.au.

This application form may only be used to alter your own personal information. We may decline to make amendments if we disagree with your proposed changes. In this circumstance, we will take reasonable steps to allow you to add a statement about the requested changes to your records. We aim to respond to a request for alteration of your personal information within 20 working days.

Details of applicant

Your full name:

Your postal address:

Telephone number:

Email address:

Identification documents

When seeking to amend personal information, an applicant must provide proof of identity. Please attach a certified copy of one of the following:

- Australian driver licence
- Current Australian passport
- Other photo identification

Note: *Certified copy means that the original document has been verified and the copy has been signed and dated by an authorised person, for example a Justice of the Peace, Doctor, Nurse, Dentist, Pharmacist or Legal Practitioner.*

Details of request

I seek amendment of my personal information. I claim that the document/s described below contain/s information that is:

- inaccurate
- irrelevant
- out of date
- incomplete
- misleading

Please describe the document/s containing the information:

Please describe the information that needs to be amended:

Please describe what the information should be. Please attach any documentation which would support your request for alteration.

Please state your reasons for claiming the information is inaccurate, irrelevant, out of date, incomplete or misleading:

Where to send your form

Email: gipa@ses.nsw.gov.au

Post: NSW SES, PO Box 6126, Wollongong, NSW 2500

You must include certified copies of your proof of identity documents with your application or the request will not be processed.

Privacy statement

The NSW State Emergency Service (NSW SES) is subject to the Privacy and Personal Information Protection Act 1998 (PPIP Act) and the Health Records and Information Privacy Act 2002 (HRIP Act) which requires us to comply with Information and Health Privacy Principles.

Your personal information is being collected to process your request to amend your information under the PPIP Act and the HRIP Act. The provision of your personal information on this form is voluntary, however if you do not provide it we may not be able to process your application and facilitate alteration to your personal information. The NSW SES will use your personal information to liaise internally within the NSW SES to locate the information requested and facilitate alteration.

NSW SES will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by NSW SES at 93-99 Burelli Street, Wollongong. You have the right to access and correct the information if you believe that it is incorrect.

Applicant's signature: _____ Date: ____ / ____ / ____