



**APPLICATION UNDER SECTION 15 OF THE PRIVACY AND  
PERSONAL INFORMATION PROTECTION ACT 1998**

**FOR ALTERATION OF APPLICANT'S PERSONAL INFORMATION**

Personal Information held by Council

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.

.....

Note to Applicants:

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:

- (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 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.

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 this application should be made to Council’s Privacy Officer.

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Applicants Signature Date

Identity Verification Yes/No