



# Information access instructions and conditions

## Access to your personal and health information

As an applicant you have a right of access to your personal information held by Council under s.14 of the *Privacy and Personal Information Act 1998* and s.26 of the *Health Records and Information Privacy Act 2002*.

You are entitled to have access without excessive delay or cost.

## Refusal to process requests

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

- There is an exemption to s.14 of the Privacy and Personal Information Protection Act 1998
- There is an exemption to Schedule 1 of the Health Records and Information Privacy Act 2002
- A Code of Practice may restrict disclosure.

## For further information

For more information refer to the *Privacy and Personal Information Protection Act 1998*, *Health Records and Information Privacy Act 2002* and the *Government Information (Public Access) Act 2009 (GIPA)* available from the Council's website at [maitland.nsw.gov.au](http://maitland.nsw.gov.au) or contact the Public Officer.

## Public Officer - Maitland City Council

- 263 High Street, Maitland
- 02 4934 9700
- PO Box 220 Maitland NSW 2320
- [ask@maitland.nsw.gov.au](mailto:ask@maitland.nsw.gov.au)

## Privacy and personal information protection notice

The personal information you have provided will be used by Council staff to review requests for access to your personal/health information held by Maitland City Council. This document will form part of a public record that Council may use and or make available in accordance with the *Government Information (Public Access) Act 2009 NSW*.

All information will be stored securely in *Council's Corporate Information System and be retained in accordance with the State Records Act 1998 NSW - General Authority 39 (GA39)*. Council will take all reasonable steps to protect the personal information it holds from misuse, unauthorised access and modification in accordance with the *Privacy and Personal Information Protection Act 1998 NSW*.

## Return the form to:

Maitland City Council

PO Box 220, Maitland NSW 2320

OR [ask@maitland.nsw.gov.au](mailto:ask@maitland.nsw.gov.au)