



## Information alteration instructions and conditions

### 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:

- is accurate, and
- 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 your personal information is amended you are entitled under the *Privacy and Personal Information Protection Act 1998*, 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 or health 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:

- There is an exemption to s.15 of the Privacy and Personal Information Protection Act 1998
- A Code of Practice restricts alteration.

### 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)