



**2. Please provide details of the specific conduct you are complaining about.**

**3. On what date did you first become aware of this conduct?:**

**Please note:** A complaint must be made within six months from the time the complainant first became aware of the conduct or matter that is the subject of the complaint.

**4. What impact has the conduct had on you? (please describe)**

**5. What would you like to see Council do about the conduct?**

### **Section 3: Applicant acknowledgment**

I understand that this form will be used to process my request for an internal review.

I understand that the details of my application will be referred to the Privacy Commissioner in accordance with s.54(1) of the *Privacy and Personal Information Act 1998* or s.21 of the *Health Records and Information Privacy Act 2002*; and that the Privacy Commissioner will be kept advised of the progress of the internal review.

Signature of applicant:

Date:

### **Section 4: Office use only**

Application received on:

Acknowledgement sent on:

### **Privacy and personal information protection notice**

The personal information you have provided will be used by Council staff to undertake an internal review of a privacy complaint. 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)