

Application made under the Privacy and Personal Information Protection Act 1998 (NSW) s.14 and the Health Records and Information Privacy Act 2002 (NSW) s.26.

This form is to be used to request access to the applicant's personal or health information held by council.

Please be aware that before this information is supplied you **must** provide proof of identity, for example your driver licence or passport.

Submit this form to Maitland City Council via: email info@maitland.nsw.gov.au; fax (02) 49333209 or mail to PO Box 220 Maitland NSW 2320.

SECTION 1: APPLICANT'S DETAILS

Title	First Name	Surname
Postal Address	Postcode	
Telephone Number	H.	M.
Email	W.	
Signature of Applicant	Date	

SECTION 2: INFORMATION HELD BY COUNCIL

This request is to access: Personal Information Health Information

I (full name),

Of (address)

Hereby request that Council provide me with:

- Access to all personal and health information held concerning me
 OR
 Access to the following personal/health information only (please list):

SECTION 3: FORM OF ACCESS – Please indicate with a 'x' or '✓'

View Only Email Photocopy

NOTE: There may be a charge for photocopying of documents as per Council's Schedule of Fees and Charges.

SECTION 4: OFFICE USE ONLY

Type of ID Sited By

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 or contact the Public Officer.

Public Officer - Maitland City Council

Visit: 285 – 287 High Street Maitland

Phone: (02) 49 349 700

Mail: PO Box 220 Maitland NSW 2320

Email: info@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*.

