

**Privacy and Personal Information Protection Act 1998
Health Records and Information Privacy Act 2002**

Application to access personal information

1 Your details

Surname:

Other name/s: Title: Mr/Ms/Other (specify).....

Australian postal address:

..... Postcode:.....

Day-time telephone number:

Email:

I agree to receive correspondence at the above email address.

2 Information requested

The information I am requesting access to is:

- | | |
|---|---|
| <input type="checkbox"/> Personal information * | <input type="checkbox"/> Non-personal information |
| <input type="checkbox"/> Non-health information | <input type="checkbox"/> Health information |

**Personal information is any information or opinion about an identifiable person. There are some exemptions from the definition of personal information under the Privacy and Personal Information Protection Act 1998. For example, personal information does not include:*

- *Information or an opinion about an individual's suitability for appointment or employment as a public sector official*
- *Health information (ask a Right to Information/Privacy Officer for help in applying for such information under the Health Records and Information Privacy Act 2002). Health information includes personal information that is information or an opinion about the physical or mental health or a disability of an individual*
- *Information about a person who has been dead for 30 or more years*
- *Information that is contained in a publicly available publication*
- *Information about an individual that is contained in a protected disclosure within the meaning of the Protected Disclosures Act 1994, or that has been collected in the course of an investigation arising out of a protected disclosure.*

Are you seeking access on behalf of someone else? If so, who?

.....

What is your relationship to this other person (eg. parent)?

Is the other person capable of making the request him or herself?

- Yes * No I'm not sure

**If the other person is capable, do you have written authority to act on their behalf?*

I request access to the following information (add extra pages if necessary):

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3 Proof of identity

Please provide proof of identity in the form of a *certified copy* of any one of the following documents:

- Australian driver’s licence (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address details.

4 Form of access

Do you wish to access the information by:

- Inspection of the information
- Provision of a copy of the information
- Access to information in another way (eg. by cd, dvd, or by email to minimise the impact on the environment). Please specify:

5 Fees and lodgement

There are no fees or charges for the lodgement or processing of this application.

Please forward the completed form (marked ‘confidential’) to:

Right to Information/Privacy Officer
Office of Environment and Heritage
PO Box A290
Sydney South NSW 1232

Telephone (02) 9995 6080 or 6497

If you are submitting your application in person, go to Level 14, 59–61 Goulburn Street, Sydney.

Applicant’s signature:

Date: