

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

Application to amend 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 Details of your request

I wish to amend personal records held by the Office of Environment and Heritage (OEH) for administrative purposes. I claim that the document/s described below contain/s personal information or health information that is:

Please tick the appropriate box/es

☐ inaccurate ☐ incomplete ☐ misleading ☐ irrelevant ☐ out of date

The following documents contain the information (*attach extra pages if needed*):

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The information that needs changing is:

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The information should be as follows:

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The reasons why I claim the information is inaccurate, incomplete, misleading, irrelevant or out of date are:

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.....
Attach any documentation which would support your claim.

3 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:**

Note to applicants

If your personal or health information is amended, you are entitled under the PPIP Act and HRIP Act, if it is reasonably possible, to have recipients of that information notified of the amendments made by OEH.

If OEH is not prepared to amend the information as you request, OEH must take reasonable steps to attach any statement you provide to the information we have.