

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

Internal review application

Complaint or request for review of conduct

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 request or complaint

Please provide the information requested below, attaching additional pages if necessary. This information will be used to help determine whether, under the *Privacy and Personal Information Protection Act 1998* (PPIP Act) or *Health Records and Information Privacy Act 2002* (HRIP Act), the Office of Environment and Heritage has breached a privacy principle (see the [IPPs fact sheet](#) and [HPPs fact sheet](#)) or should conduct an internal review of its conduct.

Are you complaining 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 complaint 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?*

What conduct are you complaining about (add additional pages if necessary)?

A complaint can only be lodged on the mishandling of your own personal information and not anyone else's personal information, unless they have authorised otherwise and/or they are incapable of doing so and you are lawfully authorised to act on their behalf.

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When did the conduct occur?

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When did you become aware of the conduct?

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Which individuals were involved (if known)?

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What was (or might be) the effect of the conduct on you or others?

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What would you like OEHL to do about this conduct?

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I understand that details of my application will be referred to the Privacy Commissioner and that the Privacy Commissioner will be kept advised of the progress of the review.

Applicant's signature: **Date:**

Address for delivery

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.