

SAFework NSW PRIVACY COMPLAINT: INTERNAL REVIEW – APPLICATION

FEBRUARY 2018

This is an application¹ for review of conduct under: (mark one box only)

s53 of the *Privacy and Personal Information Protection Act 1998* (PIPP Act) – relates to personal information

s21 of the *Health Records and Information Privacy Act 2002* (HRIP Act) – relates to health information

APPLICANT DETAILS

Title Family/Surname Daytime contact number Mobile number

Given name Email

Other names

POSTAL ADDRESS

Unit number/Street number/Property number
(include Lot or DP number if applicable) Suburb

Street name State Postcode

THE COMPLAINT

If the complaint is on behalf of someone else, please provide their details and proof that you have legal authority to deal with the matter ie guardianship or power of attorney or certified authorisation signed by the person that allows us to communicate with you on their behalf (including collecting and disclosing their personal and health information if relevant).

What is the specific conduct² you are complaining about? (see footnote for explanation of 'conduct')

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

Is the person capable of making the complaint by themselves?

Yes No Unsure

¹ It is not a requirement under the PIPP Act or the HRIP Act that you complete an application form. This form is designed for your convenience only. However, you must make a written request in some form to the agency for the matter to be valid for an internal review.

² 'Conduct' can include an action, a decision, or even inaction by the agency. For example the 'conduct' in your case might be a decision to refuse you access to your personal information, or the action of disclosing your personal information to another person, or the inaction of a failure to protect your personal information from being inappropriately accessed by someone else.

Please mark which of the following describes your complaint: (mark appropriate boxes)

Collection of my personal or health information
Security or storage of my personal or health information

Refusal to let me access or find out about my own personal or health information

Accuracy of my personal or health information

Use of my personal or health information

Disclosure of my personal or health information

Other

Unsure

When did the conduct occur (date)?

(please be as specific as you can)

When did you first become aware of this conduct (date)?

You need to lodge this application within six months of the date the alleged conduct occurred.

If more than six months has passed, you will need to ask SafeWork NSW for special permission to lodge a late application.

Please explain why you have taken more than six months to make your complaint (for example: I had other urgent priorities (list them) or while the conduct occurred more than six months ago, I only recently became aware of my privacy rights, etc)

What effect did the conduct have on you?

What effect might the conduct have on you in the future?

What would you like to see SafeWork NSW do about the conduct? (for example: an apology, a change in policies or practices, your expenses paid, damages paid to you, training for staff, etc)

I understand that this form will be used by SafeWork NSW 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: section 54(1) of the PPIP Act; or section 21 of the HRIP Act; and that the Privacy Commissioner will be kept advised of the progress of the internal review.

Applicant's signature

Date (DD/MM/YYYY)

PROOF OF IDENTITY

When seeking access to any person's personal and/or health information (including your own), an applicant must provide proof of identify 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

* Certified means that your proof of identify must be verified (ie signed and dated) by an authorised person (eg Justice of the Peace, doctor, teacher, pharmacist, legal practitioner, Postmaster - Australia Post).

FURTHER INFORMATION

AGENCY CONTACTS AND FORM RETURN ADDRESS

Please address completed forms to the Privacy Officer at the following address:

SafeWork NSW
Privacy Officer
Locked Bag 2906
Lisarow NSW 2252

Phone: 13 10 50 (Toll free)

privacy@safework.nsw.gov.au

KEEP A COPY FOR YOUR RECORDS

For more information on the PPIP Act or the HRIP Act visit the Information and Privacy Commissioner's website www.ipc.nsw.gov.au or by telephone on 1800 472 679.