

This is an application<sup>i</sup> for review of conduct under:

- s53 of the Privacy and Personal Information Protection Act 1998 (the PPIP Act)  
 s21 of the Health Records Information Privacy Act 2002 (the HRIP Act)

<b>1</b>	Name of the agency <sup>ii</sup> you are complaining about:  <b>Parramatta City Council</b>
<b>2</b>	Your full name:
<b>3</b>	Your postal address:
<b>4</b>	If you are complaining on behalf of someone else, write their full name here:  What is your relationship to this other person (eg. parent)?  Is the other person capable of making the complaint him or herself? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I'm not sure
<b>5</b>	What is the specific <b>conduct</b> <sup>iii</sup> you are complaining about?
<b>6</b>	Please tick which of the following describes your complaint: <i>(You can tick more than one)</i> <input type="checkbox"/> collection of my personal/health information <input type="checkbox"/> security or storage of my personal/health information <input type="checkbox"/> refusal to let me access or find out about my own personal/health information <input type="checkbox"/> accuracy of my personal/health information <input type="checkbox"/> use of my personal/health information <input type="checkbox"/> disclosure of my personal/health information <input type="checkbox"/> other <input type="checkbox"/> I'm not sure
<b>7</b>	When did the conduct occur? <i>(Please be as specific as you can)</i>
<b>8</b>	When did you first become aware of this conduct?

<b>9</b>	You need to lodge this application within 6 months of the date you have written at Q.8. If more than 6 months has passed, you need to ask the agency for special permission to lodge a late application. If you need to, write here to explain why you have taken more than 6 months to make your complaint:
<b>10</b>	What effect did the conduct have on you?
<b>11</b>	What effect might the conduct have on you in the future?
<b>12</b>	What would you like to see the agency do about the conduct? <i>(For example : an apology, a change in policies or practices, your expenses paid, damages paid to you, training for staff, etc.)</i>
<b>13</b>	I understand that this form will be used by Parramatta City Council to process my request for an Internal Review.  I understand that details of my application will be referred to the Privacy Commissioner in accordance with: section 54 (1) of the Privacy and Personal Information Protection Act 1998; or section 21 of the Health Records and Information Privacy Act 2002; and that the Privacy Commissioner will be kept advised of the progress of the review.
<b>14</b>	I would prefer the Privacy Commissioner to have: <input type="checkbox"/> a copy of this application form, or <input type="checkbox"/> just the information provided at Q's 5 - 12.

**Your signature:**

**Dated:**

<sup>i</sup> It is not a requirement under the PPIP Act/the HRIP Act that you complete an application form. This form is designed for your convenience only.

<sup>ii</sup> The PPIP Act regulates NSW State government departments, Area Health Services, most other State government bodies, and NSW local councils. Each of these is defined as a "public sector agency". The HRIP Act regulates private and public sector agencies and private sector persons.

<sup>iii</sup> '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.