

Application for Access to Personal Information

About this form

This form is designed to assist you to obtain access to personal information that we may hold about you. We ask you to use this form to help us locate the personal information that you require. We will use the information in this form only for the purposes of responding to your request.

We will try to respond to your request for access promptly. In most cases we will try to respond to your request within 14 days. In some cases we may need up to 30 days to locate the relevant personal information. The National Privacy Principles allow us to deny access in certain limited circumstances. If we refuse access we will give you reasons for our refusal. If you think that any information that we hold about you is inaccurate, incomplete or out of date you have the right to request an amendment. We have attached a request for amendment to this form in case you need it.

We will not charge you a fee for this application. However if we incur any out of pocket expenses you will be required to reimburse us for these expenses. Expenses may include fax charges, postal charges and/or photocopying. We may also require you to pay any GST that we must pay or for which we become liable when responding to your request for access.

1. Name

(include your current name and any former names in which you believe we may hold information about you).

2. Address

(your current address)

3. Information Requested

(Please give us as much detail as possible about the type of personal information that you believe that we hold about you and to which you require access)

4. Relevant Date(s)

(If you know the relevant date or the approximate date on which we may have collected the personal information please specify)

5. Relevant Source

(If you know please specify the relevant source of the personal information which we have collected about you)

6. Proof of identity - before we can give you access to this personal information we must be satisfied about your identity. Please provide evidence of your identity such as a driver's licence or proof of age card. If you are collecting this information on behalf of someone else please provide written evidence that you are authorised to collect the information on their behalf. You will also need to provide evidence of the identity of the individual who has authorised you to collect the information as well as proof of your own identity.

7. Confirmation: I confirm that this application relates to personal information about me (or about a person that has authorised me to make this application on their behalf).

Signature of applicant

8. Date of Application:20

Application for Correction of Personal Information

About this form

This form is designed to assist you to request correction of personal information that we hold about you. Under the National Privacy Principles you have the right to request correction of information that is inaccurate, incomplete or out of date.

If you can establish to our reasonable satisfaction that any personal information that we hold about you is inaccurate incomplete or out of date we will amend our records.

If we do not agree to change our records then you may require us to keep with our records a statement from you that you consider the information that we hold about you to be inaccurate, incomplete or out of date. We will keep a copy of this form on our records to satisfy this obligation.

1. Name

(include your current name and any former names in which you believe we may hold information about you).

2. Address

(your current address)

3. Amendment Requested

(Please specify the information on our records that you believe to be inaccurate, incomplete or out of date and the amendment that you consider needs to be made to correct the information)

4. Reasons

Please set out the reasons why you believe the information we hold is inaccurate, incomplete or out of date. If you have any supporting information you may attach it to this form)

5. Proof of identity - before we change your personal information we must be satisfied about your identity. We may ask you to provide evidence of your identity such as a driver's licence or proof of age card. If you are changing this information on behalf of someone else please provide written evidence that you are authorised to change the information on their behalf. You will also need to provide evidence of the identity of the individual who has authorised you to change the information as well as proof of your own identity.

6. Confirmation: I confirm that this application relates to personal information about me (or about a person that has authorised me to make this application on their behalf).

Signature of applicant

7. Date _____ of _____ Application:
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Do You Think Your Privacy Has Been Breached?

About this form

This form is designed to assist you to advise us if you think that your privacy has been breached. We will use the information in this form only for the purposes of considering the concerns that you have raised.

We will try to respond to your concerns promptly. We may need to contact you to discuss your concerns. We will also try to respond to your concerns in writing.

If you are not satisfied with our response you may contact Best Swim Schools Privacy Officer

In addition you have the right to contact the Commonwealth Privacy Commissioner's hotline on 1300 363 992 if you are not satisfied.

1. Name

(include your current name and any former names relevant to your concerns).

2. Address

(your current address)

3. Nature of concerns

(Please give us as much detail as possible about the breach of privacy that you think has occurred. If you know tell us the date of the breach, who was involved and the personal information¹ that has been used or disclosed in contravention of the National Privacy Principles. You may attach copies of any associated documents to this form).

4. Source

(If you know please specify the relevant source of the personal information involved in the breach or the reasons for which the information was initially collected.)

5. Remedy

(Please specify what you think needs to be done to remedy the breach)

6. Proof of identity - before we can settle your concerns we must be satisfied about your identity. We may ask you to provide evidence of your identity such as a driver's licence or proof of age card.

7. Confirmation: I confirm that this form relates to personal information about me.

Signature of applicant

Date of form.....