

**PRIVACY ENQUIRY FORM**

POSITIVE LIFE NSW INC. A.B.N: 42 907 908 942

In Confidence

1. Person making inquiry:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Nature of Inquiry:

Please advise the material to which access is sought, the correction that is required or the complaint being made:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of applicant:

I acknowledge that the information in this form will be used for the purposes of considering my request for access to personal information or records that POSITIVE LIFE NSW INC may hold or to consider the complaint that I have made. I am aware that this information will be used to facilitate the processing of my request and/or the resolution of my complaint.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

Please post to:  
Privacy Officer,  
POSITIVE LIFE NSW INC.  
PO Box 831,  
Darlinghurst,  
NSW 1300

3. Record of action taken:

Details of material provided (if access was requested), correction/s made or investigation of complaint:

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4. Outcome:

Was the applicant satisfied with action taken, or was the complaint resolved?

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5. Signature of Privacy Officer or person investigating the complaint:

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

6. Acknowledgment by applicant that access has been given (if applicable):

I acknowledge that on \_\_\_\_\_ (date) I was given access to personal information about me held by POSITIVE LIFE NSW INC. and the requested correction/s or addition/s have been made.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

7. Filing of inquiry:

Copy provided to the applicant on \_\_\_\_\_

Original on file- personal/membership/other (specify \_\_\_\_\_)

The Privacy Commissioner's website contains detailed information on privacy obligations including a copy of the Privacy Act and the Guidelines On Privacy In The Private Health Sector. The URL is <http://www.privacy.gov.au/>. The Guidelines are at <http://www.privacy.gov.au/health/guidelines/index.html#1>. These Guidelines set out the standards for collecting, storing, using and disclosing personal information.