

PositiveLifeNSW

the voice of people with HIV since 1988

Applicant Use

1. Person making inquiry:

Full Name: _____

Address: _____

State: _____ Postcode: _____

Phone (M): _____

Phone (H): _____

Phone (W): _____

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 may hold, or to investigate 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: Administration Officer
Positive Life NSW
PO Box 831
Darlinghurst NSW 1300

or email: administration@positivelife.org.au

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Office Use Only

3. **Record of action taken:** Details of material provided (if access was requested), correction/s made, or investigation of complaint:

4. **Outcome:** Was the applicant satisfied with action taken, or was the complaint resolved?

5. **Signature of Administration 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 and the requested correction/s or addition/s have been made.

Signed: _____ Date: _____

7. **Filing of inquiry:**

Copy provided to the applicant on _____ (date)

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 *Australian Privacy Principles Guidelines*. The URL is <http://www.privacy.gov.au/>. The Guidelines are at https://www.oaic.gov.au/resources/agencies-and-organisations/app-guidelines/APP_guidelines_complete_version_2_March_2018.pdf. These Guidelines set out the standards for collecting, storing, using and disclosing personal information.