



The voice of all people living with HIV

**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](mailto:administration@positivelife.org.au)



The voice of all people living with HIV

**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](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.