



Tumbarumba Office: Bridge St (PO Box 61), Tumbarumba NSW 2653
 Tumut Office: 76 Capper St, Tumut NSW 2720
info@svc.nsw.gov.au | www.svc.nsw.gov.au | Ph. 1300 ASK SVC (1300 275 782)

APPLICATION TO ACCESS PERSONAL OR HEALTH INFORMATION

Application is made under the Privacy and Personal Information Protection Act 1998 (NSW) and Health Records and Information Privacy Act 2002

This form is to be used to request access to the applicants personal or health information held by Council. Please be aware that before this information is supplied you *must* provide proof of identity, for example your driver's license or passport.

Section 1 – Applicants details	
Applicant Name:	Date:
Postal Address:	
Email Address:	
Phone:	
Section 2 - Information held by Council	
This request is to access	<input type="checkbox"/> Personal Information <input type="checkbox"/> Health Information
Section 3 – Form of Access	
Form of Access	<input type="checkbox"/> View only <input type="checkbox"/> Email <input type="checkbox"/> Hardcopy
Section 4 – Office use only	
Type of ID:	Sited by:
Please describe your personal information you would like to access in enough detail to allow us to identify it (attach additional pages if necessary). Note: If you do not give enough details about the information, the Council may refuse to process your application.	
Are you seeking access on behalf of someone else? If so, who?	
What is your relationship to this other person (e.g. Parent, child)?	
Is the other person capable of making the request him or herself? If the other person is capable, do you have written authority to act on their behalf?	
If you are applying on behalf of another person, you must state the nature of your legal authority and attach documented evidence (e.g. Power of Attorney, or Executor)	
<p>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).</p> <p>Signature: Date:</p>	

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 Reviewed:

SVC-GOV-F-164-01
 Doc Id:3051461



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Access to your Personal and Health Information

As an applicant you have a right of access to your personal information held by Council under S14 of the Privacy and Personal Information Act 1998 and s26 of the Health Records and Information Privacy Act 2002.

Refusal to process requests

Council may refuse to process your application in part or in whole if:

- There is an exemption to s14 of the Privacy and Personal Information Protection Act 1998
- There is an exemption to Schedule 1 of the Health Records and Information Privacy Act 2002
- A Code of Practice may restrict disclosure

Further Information

Refer to;

Privacy and Personal Information Protection Act 1998,
Health Records and Information Privacy Act 2002
Government Information (Public Access) Act 2009 (GIPA)
Council's website at www.snowyvalleys.nsw.gov.au
Contact Council's Public Officer – 1300 ASK SVC (1300 275 782)

Privacy Statement

Snowy Valleys Council (council) is collecting your personal information solely for the purpose of administering this application. Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. Questions concerning privacy or the use of your personal information may be referred to Council's Public Officer.

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