



## APPLICATION TO ALTER APPLICANT'S PERSONAL INFORMATION

Application is made under the Privacy and Personal Information Protection Act 1998 (NSW) under Section 15

This form is to be used to change the applicants personal 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.

<b>Applicant Name:</b>		<b>Date:</b>	
<b>Postal Address:</b>			
<b>Email Address:</b>			
<b>Phone:</b>			
<b>I, hereby request Council to alter personal information regarding myself in the following manner :</b>			
I propose the following changes:			
The reasons for the changes are as follows:			
The documentary bases for those changes is as shown on the attached documents			
<b>Note to Applicants</b>			
<p>You have a right to request appropriate amendments are made (whether by way of corrections, deletions or additions) to ensure that the personal information held by the Council : (a) is accurate, and (b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading If Council is not prepared to amend the personal information in accordance with a request by you, Council must take such steps as are reasonable to attach to the information in such a manner as is capable of being read with the information, any statement provided by you. If your personal information is amended, you are entitled under the Privacy and Personal Information Protection Act 1998 (the Act"), if it is reasonably practicable, to the have recipients of that information notified of the amendments made by Council. Council may refuse to process your application in part or in whole if:</p> <ul style="list-style-type: none"> <li>◆ there is an exemption to section 15 of the Act; or</li> <li>◆ a Code of Practice may restrict alteration.</li> </ul>			

### 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.