

Internal Review (Privacy) Application Form

This is an application for review of conduct under: (please select one)

- ☐ section 53 of the *Privacy and Personal Information Protection Act 1998* (PPIP Act)
- ☐ section 21 of the *Health Records and Information Privacy Act 2002* (HRIP Act)

Details of applicant

Your full name:

Your postal address:

Telephone number:

Email address:

If the complaint is on behalf of someone else, please provide their details:

What is your relationship to this person (eg. parent)?

Is the person capable of making the complaint by herself or himself?

- ☐ yes
- ☐ no
- ☐ unsure

Details of complaint

What is the specific conduct you are complaining about?

Please tick which of the following describes your complaint?

- ☐ collection of my personal or health information
- ☐ security or storage of my personal or health information
- ☐ refusal to let me access or find out about my own personal or health information
- ☐ accuracy of my personal or health information
- ☐ use of my personal or health information
- ☐ disclosure of my personal or health information
- ☐ other
- ☐ unsure

When did the conduct occur (date)?
When did you first become aware of this conduct (date)?
If more than six months has passed since the date you became aware of the conduct, please explain why you have taken more than six months to make your complaint:
What effect did the conduct have on you?
What effect might the conduct have on you in the future?
What would you like to see us do about the conduct?
Where to send your form
Email: gipa@ses.nsw.gov.au
Post: NSW SES, PO Box 6126, Wollongong, NSW 2500
Privacy statement
<p>The NSW State Emergency Service (NSW SES) is subject to the <i>Privacy and Personal Information Protection Act 1998</i> (PPIP Act) and the <i>Health Records and Information Privacy Act 2002</i> (HRIP Act) which requires us to comply with Information and Health Privacy Principles.</p> <p>Your personal information is being collected to process your Internal Review (Privacy) Application.</p> <p>The details of your application will be disclosed to the Privacy Commissioner in accordance with section 54(1) of the PPIP Act or section 21 of the HRIP Act. The Privacy Commissioner will be kept advised of the progress of the internal review.</p> <p>Otherwise, NSW SES will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by NSW SES at 93-99 Burelli Street, Wollongong. You have the right to access and correct the information if you believe that it is incorrect.</p> <p>Applicant's signature: _____ Date: ____ / ____ / ____</p>