

Application for access to applicant’s personal information held by Council
Under section 14 of the *Privacy and Personal Information Protection Act 1998*

I, ⁽¹⁾ _____ (1) applicant full name

of ⁽²⁾ _____ (2) applicant address

_____ State _____ Postcode _____

hereby request Council to provide me with:

- access to all personal information held by Council concerning myself; or
- access to the following personal information only (*list information required below*):

My preferred postal address for response to this application is: as above (3) if postal address is different to above

⁽³⁾ _____

_____ State _____ Postcode _____

Or via email to ⁽⁴⁾: _____ (4) email address

Your Signature: _____ Date: _____

Note to applicants

As an applicant, you have a right of access to personal information concerning yourself that is held by the Council under section 14 of the *Privacy and Personal Information Protection Act 1998* (PPIPA). You are entitled to have access without excessive delay or cost. Council may refuse to process your application in part, or in whole, if:

- the correct amount of fees has not been paid;
- there is an exemption to section 14 of the PPIPA; or
- a Code of Practice may restrict disclosure.

Enquiries concerning this matter can be addressed to: **Privacy Contact Officer**
 PO Box 99 Moruya NSW 2537 | council@esc.nsw.gov.au | 02 4474 1000