

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

I, <sup>(1)</sup> \_\_\_\_\_ (1) applicant full name

of <sup>(2)</sup> \_\_\_\_\_ (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

<sup>(3)</sup> \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Or via email to <sup>(4)</sup> \_\_\_\_\_ (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@eurocoast.nsw.gov.au](mailto:council@eurocoast.nsw.gov.au) | 02 4474 1000