

Privacy - Request to access personal information Form

Under the *Privacy Act 1988*, every person has the right to request access to personal information about them held by Uniting. Some exceptions do apply.

Use this form to request access to personal information under the *Privacy Act 1988*.

Making a request

To assist us in processing your request, please ensure:

1. your request is in writing (*for example, by completing this form*);
2. you provide sufficient information about the personal information you are requesting so Uniting can identify and locate it; and
3. if you are lodging a request on behalf of another person, you provide proof that you are authorised to do so (*for example, by completing the 'Your authority for representative to act' section on page 2 of this form or providing a signed letter or copy of Power of Attorney documentation*). Uniting may seek further information or documents from you in order to confirm you are authorised and to verify your identity.

For more information on making a request for personal information, visit the Office of the Australian Information Commissioner's (OAIC) website www.oaic.gov.au or contact our Privacy Officer at privacyofficer@vt.uniting.org

After you submit a request

After you submit a request, Uniting will respond to this in a timely manner.

Uniting may ask you to provide information or documents to verify your identity.

If access is denied, you will be informed in writing by the Privacy Officer. Uniting will take all reasonable steps to provide our decision to provide or refuse access to the information you request within a reasonable time and reserves the right to charge for any reasonable costs incurred in providing access to your personal information (*for example, staff costs in locating the information and preparing it to be provided to you, and postage costs*).

Privacy Statement

Personal information provided in this form will only be used for the purposes of processing the request, responding to any complaints made in relation to our decision whether to provide or refuse access to the personal information, or as otherwise permitted by law. If you do not provide all the information requested in this form, Uniting may not be able to consider your request (*this will depend on the nature of the request*).

Read more about our **Privacy Policy** at [Privacy | Uniting Vic.Tas \(unitingvictas.org.au\)](http://Privacy | Uniting Vic.Tas (unitingvictas.org.au))

Document Name: <i>Privacy request to access personal information form</i>	Policy Area: <i>Quality, Risk & Compliance</i>	
Document Number: <i>UF-106</i>	Classification: <i>External</i>	
Version Number: <i>4.0</i>	Document Owner: <i>Privacy Officer</i>	
Publication date: <i>27/07/2023</i>	Endorsed by: <i>Privacy Officer</i>	
CMS embedded: <i>n/a</i>	<i>Printed copies of this document are considered uncontrolled.</i>	Page 1 of 4

1. Contact details

Your details (or the individual's details if you are making this request on their behalf)						
Title:		First Name(s):		Surname:		
Email address:						
Contact number(s):						
Postal address:						
Suburb:		State/Territory:		Postcode:		
Preferred contact method:						
Do you need an interpreter?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what language?			
Details of your representative (if applicable)						
<p><i>If you are using a representative like a parent, guardian, lawyer, or any other person who is acting on your behalf, please advise who they are. If you are completing this form as the applicant's representative, advise who you are.</i></p>						
Title:		First Name(s):		Surname:		
Organisation (if applicable):						
Email address:						
Contact number(s):						
Postal address:						
Suburb:		State/Territory:		Postcode:		
Preferred contact method:						
Relationship to applicant:						
Your authority for representative to act (if applicable)						
<p><i>Please complete this section if a representative is assisting you with your request. In some circumstances, Uniting may ask for additional proof of the representative's authority to act on your behalf. Uniting may also request that you or your authorised representative provide information or documents to verify your and/or your representative's identity.</i></p>						
I give permission and authorisation for my representative to act on my behalf and have access to any information concerning my request.						
<i>Applicant</i>				<i>Representative</i>		
Name:				Name:		
Signature:				Signature:		
Date:				Date:		
<i>Witness</i>				<i>Witness</i>		
Name:				Name:		
Signature:				Signature:		

2. Personal information you are requesting access to

Please identify, describe, or outline the personal information you are seeking access to in the box below.

Your request should provide sufficient information for Uniting to identify and locate all relevant document(s) containing the personal information. When writing your request, be specific about which personal information you are seeking and include as much information as possible. Think about *(to the extent you are aware)*:

- what the personal information relates to *(for example, a particular service you received from Uniting, a complaint you made, or a particular project)*.
- the date range in which any document(s) containing the personal information may have been received or created by Uniting.
- where the personal information might be located *(for example, in a particular email account, with a specific person, or held by a business or work unit)*; and
- the type of document(s) you seek *(for example, an email or report you believe exists containing the personal information)*.

Whilst you have a right to request access to *all* your personal information Uniting holds about you, it may take a long time to respond to such a request. Uniting wants to work with you to provide you with the information you actually want, in a timely manner. If you are not sure how to frame your request, contact the relevant Uniting agency.

3. Additional information to assist Uniting

Optional: please provide background or contextual information to assist Uniting in processing your request. This could include your reasons for seeking access to the document(s) and what you intend to do with the document(s). Providing additional information may assist Uniting to identify and locate document(s) relevant to your request.

4. Proof of identification

Uniting may ask you to provide additional information or documents to verify your identity and, if you are making this request on behalf of the individual, your authority to do so *(for*

Document Name: <i>Privacy request to access personal information form</i>	Policy Area: <i>Quality, Risk & Compliance</i>	
Document Number: <i>UF-106</i>	Classification: <i>External</i>	
Version Number: <i>4.0</i>	Document Owner: <i>Privacy Officer</i>	
Publication date: <i>27/07/2023</i>	Endorsed by: <i>Privacy Officer</i>	
CMS embedded: <i>n/a</i>	<i>Printed copies of this document are considered uncontrolled.</i>	Page 3 of 4

example that you are the legal guardian, power of attorney or authorised agent). Uniting may not be able to provide access to the requested personal information if it cannot verify these matters.

5. Form of access

Please tell Uniting how you would like to receive a copy of the personal information it decides to provide you. This might be inspecting the document(s), a hardcopy sent by post, a copy sent by email, the document(s) copied onto a CD or USB to be picked up or sent by post. Uniting will try to accommodate your request, but it may have to provide access in another way.

6. Submitting your request

You may make your request to Uniting by email or post,

PrivacyOfficer@vt.uniting.org

Privacy Officer

130 Lonsdale Street

Melbourne, 3000

Document Name: <i>Privacy request to access personal information form</i>	Policy Area: <i>Quality, Risk & Compliance</i>	
Document Number: <i>UF-106</i>	Classification: <i>External</i>	
Version Number: <i>4.0</i>	Document Owner: <i>Privacy Officer</i>	
Publication date: <i>27/07/2023</i>	Endorsed by: <i>Privacy Officer</i>	
CMS embedded: <i>n/a</i>	<i>Printed copies of this document are considered uncontrolled.</i>	Page 4 of 4