

Request for details of personal information



YOUR RIGHTS

You have a right under the Personal Information Protection Act 2004 to request from RBF details of the personal information that RBF holds about you and the purposes for which it may be used.

The RBF Privacy Policy Statement includes details about:

- ▶ the sort of personal information we hold about you;
- ▶ the purposes for which we hold that information; and
- ▶ how we collect, hold, and disclose that information.

There is no fee for requesting particulars about the personal information that we hold about you.

Please note:

1. We may hold some personal information that we are not able to provide to you. This may include medical information which we are not authorised to release. If this is the case, you will be advised of the general nature of that information and the reason it is not able to be released.
2. Some information that we hold may not be changed without confirmation. For example, changes to employment details require confirmation against employer records.

PROOF OF IDENTITY AND AUTHORITY

If you are requesting information about your own personal information held by RBF, please include a certified copy of some form of photographic identification (such as current passport or driver's licence) so we can process your request.

If you are requesting information about the personal information of another person held by RBF, you will need to provide evidence of your authority to act on behalf of the member or the member's estate.

For further information, refer to the RBF Fact Sheet "Completing proof of Identity", available on www.rbf.com.au

RESPONSE TIME

RBF will respond within 20 business days of receiving your application.

COLLECTION NOTICE

RBF will use the personal information that you provide when you request the release of your personal information to:

- ▶ identify you as the true applicant; and
- ▶ determine what information is held about you.

For these purposes, your personal information may pass between the Superannuation Commission and its contractors and agents including administrators, insurers, actuaries, investment consultants and doctors, or law enforcement agencies, courts, the Department of Treasury and Finance or other public sector bodies.

We will not disclose your personal information to anyone else unless you give your consent, or we are authorised or required to do so by law. If you choose not to provide us with your personal information, we will be unable to process this application.

You can find more information about Personal Information Protection by viewing our Privacy Policy Statement at www.rbf.com.au or by contacting us.

WHERE TO SEND YOUR REQUEST

You can make your request by providing your details below and submitting this form together with certified copies of your identification. If you are requesting information on behalf of another person, you will need to provide their identification and/or letters of administration or probate too.

You can submit the form by:

Email: RBF.enquiries@treasury.tas.gov.au (marked to the attention of our Privacy Officer); or

Mail: RBF Privacy Officer
Retirement Benefits Fund
Reply Paid 89418
PARRAMATTA NSW 2124

If you need assistance with this form, please call the RBF Enquiry Line on **1800 622 631**

Please print in black or blue pen, in UPPERCASE, one character per box.

1. Your details

Title	Date of birth (dd/mm/yyyy)	RBF Membership number (if known)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname or Family name	<input type="text"/>	
Given name(s)	<input type="text"/>	
Have you been known by any other names? (including name at birth, previous names, aliases)	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide details
Surname or Family name	<input type="text"/>	
Given name(s)	<input type="text"/>	

1. Your details (continued)

Most recent employer

Postal address (if different to above)

Suburb / town / locality

State or Territory

Postcode

Daytime telephone

Mobile

After hours telephone

Email

Preferred method of communication (tick one box only)

This is how you will receive the response

Email

Post

Signature

Date

2. Details of information sought

Is there a particular issue or time period about which you are seeking information?

Please provide details in the space provided, you can also attach any further details if required.

3. Request to correct or amend your personal information

You can request a correction or amendment of your personal information by completing one or both of the following forms as applicable. You can access these forms on www.rbf.com.au under forms and publications:

1. RBF Form - Change of personal details; or
2. RBF Form - Providing your Tax File Number

and forwarding to us by:

Email: RBF.enquiries@treasury.tas.gov.au; or

Mail: Retirement Benefits Fund

Reply Paid 89418

PARRAMATTA NSW 2124

The following documents provide further information which may be of assistance:

3. RBF Fact Sheet - Privacy Policy Statement
4. RBF Fact Sheet - Changing your name
5. RBF Fact Sheet - Completing proof of Identity

Further information is also available on the RBF website at www.rbf.com.au