Personal Information Protection Act

Request for details of personal Information held by Treasury (deceased estates & third-party requests)

PURPOSE OF THIS FORM

You should use this form if you are seeking details of the personal information Treasury holds, as personal information custodian, about a deceased person or a third party.

You can request details of:

- the sort of personal information we hold;
- the purpose for which we hold the information; and
- how we collect, hold, and disclose that information.

You can request a correction or amendment to personal information of a deceased person or a third party by completing the Request for Amendment of Personal Information - deceased estates & third-party requests form available on our website: https://treasuryweb.treasury.tas.gov.au/about-us/corporate-governance/personal-information-protection-policy

PROOF OF IDENTITY AND AUTHORITY

Deceased estates

If you are requesting details of personal information of a deceased person, you will need to include:

- a certified copy of photographic identification of you (such as current passport or driver licence); and
- a certified copy of either:
  - the death certificate naming you as next of kin;
  - Letters of Administration naming you as the "personal representative"; or
  - probate naming you as Executor.

A third party

If you are requesting details of personal information of another person, you will need to include:

- a certified copy of photographic identification of you (such as current passport or driver licence);
- a certified copy of photographic identification of the person whose information is being requested (such as current passport or driver licence); and
- have the form signed by the person whose information is being requested.

GPO Box 147, Hobart TAS 7001
Phone: 03 6145 5882
Email: pmg@treasury.tas.gov.au Visit: www.treasury.tas.gov.au

RESPONSE

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

COLLECTION NOTICE

Treasury will use the personal information you provide when requesting details of personal information of a third party or a deceased person to identify you as the true applicant and where relevant identify the person for whom you are making the request. We will not disclose your personal information to third parties 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 your application. You can find more information about Personal Information Protection at https://www.treasury.tas.gov.au/about-us/corporate-governance/personal-information-protection-policy or by contacting us.

WHERE TO SEND YOUR REQUEST

Please send the completed form, together with certified copies of identity documents and other requested documents to:

Email: pmg@treasury.tas.gov.au

Mail: Department of Treasury and Finance
Project Management & Governance Branch
GPO Box 147
HOBART TAS 7001

Personal Information Protection Act 2004

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Part A - Your details, as the applicant			
1.	**Title:**		
2.	**Family name**		
	Given names		
3.	Have you been known by any other names? (including name at birth, previous names, aliases) ☐ **No** ☐ **Yes -** please provide details		
	Family name		
	Given names		
4.	**Date of birth (DDMMYYYY)**		
5.	**Your signature**		
	Date (DDMMYYYY)		
6.	**Your postal address**		
7.	**Your telephone number**		
8.	**Preferred method of communication** *(tick one box only)* *This is how you will receive the response*	☐ Email	Email address:
		☐ Post	
9.	**Do you need an interpreter?**	☐ **No** ☐ **Yes -** please provide language:	

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Part B - Third-party details		
	Title:	
	Family name	
	Given names	
	Date of birth (DDMMYYYY)	
	Address	
	Telephone number	
10.	**Consent** I consent to the Department of Treasury and Finance, as personal information custodian, releasing details of my personnel information to the applicant.	
	Name	
	Signature	
	Date (DDMMYYYY)	
Part C - Deceased Estates		
11.	Is your request on behalf of a person you represent (e.g. as an executor or administrator)? ☐ **No** ☐ **Yes -** please provide details of your capacity to act for them and attach evidence of your appointment.	
	Details:	

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