

Personal Information Protection Act

Request for details of Personal Information held by Treasury - ~~deceased estates & third-party requests~~

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YOUR RIGHTS

You have a right under clauses 5 and 6 of Schedule 1 of the Personal Information Protection Act 2004 to request from Treasury, as personal information custodian:

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

If you wish to obtain copies of either your personal information you will need to submit a Right to Information application.

There is no fee for requesting information about what personal information we hold about you.

Section 3A of the Personal Information Act 2004 provides that reference to personal information of a person includes the personal information of a deceased person in Part 3A and clause 6 of Schedule 1 of the PIP Act.

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PROOF OF IDENTITY

Deceased estates

If you are requesting an details of personal information of a deceased person held by Treasury, so we can process your request you will need to include:

- a certified copy of some form of photographic identification of you (such as current passport or driver licence); and
- Certified copy of either:
 - o The death certificate naming you as next of kin; or
 - o Letters of Administration naming you as the Personal Representative; or
 - o Probate naming you as Executor.

A third party

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

- a certified copy of some form of photographic identification of you (such as current passport or driver licence); and

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The sort of personal information we hold; ¶
The purpose for which we hold the information; and ¶
How we collect, hold, and disclose that information. ¶
If you wish to obtain copies of either your, or another person's, personal information you will need to submit a Right to Information application. ¶
There is no fee for requesting information about what personal information we hold about you. ¶
IF YOU WANT INFORMATION ABOUT ANOTHER PERSON'S PERSONAL INFORMATION ¶
If you are requesting information about another person, you will need to provide evidence of your authority to ask for their information. For example, if they consent to your request, please provide evidence of this or have them complete Part B of this form where indicated. They will need to provide proof of identity. If you are unable to provide such authority, please provide a reason why you believe this information should be released to you. ¶
If you are requesting information as executor or administrator of an estate, please include a certified copy of the death certificate together with letters of administration, the will or probate. ¶

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- a certified copy of some form 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.

RESPONSE TIME

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

REQUEST TO CORRECT OR AMEND PERSONAL INFORMATION - DECEASED ESTATES OR THIRD PARTIES

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>.

COLLECTION NOTICE

Treasury will use the personal information you provide when requesting the release of your personal information to identify you as the true applicant. We will not disclose your personal information to anyone outside of Treasury 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 at <https://www.treasury.tas.gov.au/about-us/corporate-governance/personal-information-protection-policy> or by contacting us directly.

WHERE TO SEND YOUR REQUEST

Please send the completed form, together with certified copies of your identification (and if requesting information on behalf of another person, their identification and/or letters of administration or probate) to:

Email: pmg@treasury.tas.gov.au

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

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GPO Box 147, Hobart TAS 7001

Phone: 03 6145 5882

Email: pmg@treasury.tas.gov.au Visit: www.treasury.tas.gov.au

Part A - Your details

| | | |
|----|---|---|
| 1. | Title: | |
| 2. | Family name | |
| | Given names | |
| 3. | 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 | |
| | 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 <i>(tick one box only)</i> <i>This is how you will receive the response</i> | <input type="checkbox"/> Email Email address: |
| | | <input type="checkbox"/> Post |
| 9. | Do you need an interpreter? | <input type="checkbox"/> No <input type="checkbox"/> Yes - please provide language: |

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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 (Treasury) releasing information about what Personal Information Treasury holds to the applicant. |

Deleted: Part B - Request for information of another person
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Are you requesting information about another person?¶
 No - Go to part D - Declaration¶
 Yes - please provide details ...
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| | | |
|---|--|--|
| | Name | |
| | Signature | |
| | Date (DDMMYYYY) | |
| Part C - <u>Deceased Estates</u> | | |
| II. | Is your request on behalf of a person you represent (e.g. as an executor or <u>administrator</u>)? | |
| | <input type="checkbox"/> No <input type="checkbox"/> Yes - please provide details of your capacity to act for them and attach evidence of your appointment. | |
| | Details: | |

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