

# Personal Information Protection Act

## Request for details of Personal Information held by Treasury

### YOUR RIGHTS

You have a right under Section 5 of the *Personal Information Protection Act 2004* to request from Treasury, as personal information custodian, the following information relating to your own personal information:

- The sort of personal information it holds;
- The purpose for which it holds the information; and
- How it collects, holds, and discloses 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.

### PROOF OF IDENTITY

If you are requesting information about your own personal information held by Treasury, 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.

## RESPONSE TIME

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

## REQUEST TO CORRECT OR AMEND YOUR PERSONAL INFORMATION

You can request a correction or amendment to your personal information by completing the Request for Amendment of Personal Information form available on our website (INSERT LINK)

## 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](mailto:pmg@treasury.tas.gov.au)

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

GPO Box 147, Hobart TAS 7001  
Phone: 03 6166 XXXX

Email: [pmg@treasury.tas.gov.au](mailto:pmg@treasury.tas.gov.au) Visit: [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

Part A - Your details	
1.	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> other
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 (tick one box only) <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:
Part B - Request for information of another person	
10.	Are you requesting information about another person? <input type="checkbox"/> No - Go to part D - Declaration <input type="checkbox"/> Yes - please provide details
	Third party's details:
	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> other
	Family name
	Given names
	Date of birth (DDMMYYYY)
	Address

GPO Box 147, Hobart TAS 7001

Phone: 03 6166 XXXX

Email: [pmg@treasury.tas.gov.au](mailto:pmg@treasury.tas.gov.au) Visit: [www.treasury.tas.gov.au](http://www.treasury.tas.gov.au)

	<b>Telephone number</b>	
<b>11. Consent</b>	I consent to the Department of Treasury and Finance (Treasury) releasing information about what Personal Information Treasury holds to the applicant.	
	<b>Name</b>	
	<b>Signature</b>	
	<b>Date (DDMMYYYY)</b>	
<b>Part C - People under representation</b>		
<b>12.</b>	Is your request on behalf of a person you represent (e.g. as an executor or receiver)?	
	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> - please provide details of your capacity to act for them and attach evidence of your appointment.	
	<b>Details:</b>	