

# Personal Information Protection Act

## Request for amendment of Personal Information - deceased estates & third-party requests

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### YOUR RIGHTS

Part 3A of the Personal Information Protection Act 2004 gives you the right to ask Treasury, as personal information custodian, to amend personal information of a deceased person for whom you are next of kin, personal representative or executor.

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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.

You can request an amendment of personal information of a deceased estate or on behalf of another person by completing this form (Request for amendment of Personal Information - deceased estates & third-party requests). You will need to tell us which information you believe is incomplete, incorrect, out of date or misleading. If you believe information we hold is out of date, you must set out the information which needs to be brought up to date.

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You can request amendments of personal information of another person only with their consent.

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

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### RESPONSE

Treasury must respond within 20 business days of receiving your application and tell you whether the personal information was amended or a notation was added, and provide you with reasons for adding a notation to the personal information rather than amending it.

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

If Treasury agrees to amend the personal information, the amendment may be made as a notation of the original document. Treasury will not amend the original document in a way that deletes or erases the information which has been amended or destroys the document unless the State Archivist agrees.

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### PROOF OF IDENTITY AND AUTHORITY

#### Deceased estates

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

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Certified copy of either:  
The death certificate naming you as next of kin; or  
Letters of Administration naming you as the Personal Representative; or  
Probate naming you as Executor.  
so we can process your request.

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

- Certified copy of either:

- The death certificate naming you as next of kin; or
- Letters of Administration naming you as the Personal Representative; or
- Probate naming you as Executor.

### A third party

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

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

## COLLECTION NOTICE

Treasury will use the personal information you provide when requesting changes to personal information to identify you as the true applicant and where relevant identify the third party. 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 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.

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GPO Box 147, Hobart TAS 7001  
Phone: 03 6145 5882

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

## WHERE TO SEND YOUR REQUEST

Please send your form, together with certified copies of [proof of identity and authority as set out above](#) 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

**Deleted:** your identification

**Deleted:** (and, if requesting information on behalf of another person, their identification and/or Letters of Administration or Probate)

GPO Box 147, Hobart TAS 7001

Phone: 03 6145 5882

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

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 (tick one box only) <i>This is how you will receive the response</i>	<input type="checkbox"/> Email <input type="checkbox"/> Post Email address:
9. Do you need an interpreter?	<input type="checkbox"/> No <input type="checkbox"/> Yes - please provide language:
Third party's details:	
Title:	
Family name	
Given names	
Date of birth (DDMMYYYY)	
Address	
Telephone number	
10. Consent	
<u>I consent to the Department of Treasury and Finance (Treasury) releasing information about what Personal Information Treasury holds to the applicant.</u>	
Name	
Signature	

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 Please describe in detail the information you believe is incomplete, out of date or misleading and specify the changes you want made to that information.¶  
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	<u>Date (DDMMYYYY)</u>	
<u>11.</u>	<u>Please describe in detail the information you believe is incomplete, out of date or misleading and specify the changes you want made to that information.</u>	

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