

Personal Information Protection Act

Request for amendment of Personal Information

YOUR RIGHTS

You have a right under Part 3A of the *Personal Information Protection Act 2004* to ask Treasury, as personal information custodian, to amend your personal information.

You can request an amendment of your personal information by completing this form (Request for amendment of Personal Information). You will need to tell us which information you believe is incomplete, incorrect, out of date or misleading. If you believe information we hold is out of date, you must set out the information which needs to be brought up to date.

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

RESPONSE

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

If Treasury agrees to amend your 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.

PROOF OF IDENTITY

If you are requesting an amendment of your personal information, you will need to include a certified copy of some form of photographic identification (such as current passport or driver licence) so we can process your request.

COLLECTION NOTICE

Treasury will use the personal information you provide when requesting changes to 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 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 your 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

GPO Box 147, Hobart TAS 7001

Phone: 03 6166 XXXX

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

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 <input type="checkbox"/> Post
		Email address:
9.	Do you need an interpreter?	<input type="checkbox"/> No <input type="checkbox"/> Yes - please provide language:
10.	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.	