



LEGAL SERVICES

# Privacy Complaint Internal Review Application Form

This is an application for a review of conduct under: *(please tick the relevant box/es)*

s53 of the NSW Privacy and Personal Information Protection Act 1998 (PPIPA)

s21 of the Health Records Information Privacy Act 2002 (HRIPA)

## 1. Applicant Details

**Surname:** ..... **Title:** .....

**Other names:** .....

**Postal address:** ..... **Postcode:** .....

**Day-time telephone:** ..... **Facsimile:** .....

**Email:** .....

**Are you a: (please tick the box)**

student     staff member     parent/caregiver     community member

**2. If you are complaining on behalf of someone else, please write their full name and give details of your relationship to this other person (eg. Parent)**

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.....

**3. Is the other person capable of making the complaint him or herself? (Please tick)**

Yes     No     I'm not sure

**4. Please tick which of the following describes your complaint: (Please tick all that apply)**

- Collection of my personal information
- Security or storage of my personal information
- Refusal to let me access or find out about my own personal information
- Accuracy of my personal information
- Use of my personal information
- Disclosure of my personal information [if so, who was it disclosed to? (Please detail below)]

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Other  
 I'm not sure



**5. What is the specific conduct<sup>1</sup> you are complaining about? (please attach additional pages if required).**

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**6. When did the conduct occur? (Please be as specific as you can)**

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**7. When did you first become aware of this conduct?**

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.....

**8. You need to lodge this application within 6 months of the date you became aware of this conduct. If more than 6 months has passed, you need to ask the University for special permission to lodge a late application. If you need to, please write here your explanation of why you have taken more than 6 months to make your complaint.**

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**9. What effect did the conduct have on you?**

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**10. What effect might the conduct have on you in the future?**

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**11. What would you like to see the University do about the conduct? (For example: an apology, a change in policies or practices, your expenses paid, damages paid to you, training for staff, etc.)**

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<sup>1</sup> 'Conduct' can include an action, a decision, or even inaction by the University. For example the 'conduct' in your case might be a *decision* to refuse you access to your personal information, or the action of *disclosing* your personal information to another person, or the *inaction* or failure to protect your personal information from being inappropriately accessed by someone else.



## 12. Acknowledgement

- I understand that this form will be used by the University to process my request for an Internal Review.
- I understand that details of my application will be referred to the Privacy Commissioner in accordance with section 54 (1) of PPIPA; and/or section 21 of HRIPA; and that the Privacy Commissioner will be kept advised of the progress and outcome of the review.
- I would prefer the Privacy Commissioner to have:

a copy of this application form, or  just the information provided at Q's 4-11

## Signature

Applicant's signature:

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Date:

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## Where to send the form

Privacy Officer, Legal Services, Level 4, Building 36  
University of Wollongong  
Wollongong NSW 2522

**PLEASE KEEP A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS**