



Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The information that Council is collecting from you via this application may be personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council. Any person may apply to inspect the application in accordance with the Government Information (Public Access) Act 2009. The supply of the information by you is voluntary and if you cannot, or do not wish to provide the information sought, Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with legislation. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

About this form

You have a right to request appropriate amendments are made (whether by way of corrections, deletions or additions) to ensure that the personal information held by Wollongong City Council:

- a) is accurate, and
- b) having regard to the purpose for which the information was collected (or is to be used) and to any purpose that is directly related to that purpose, is relevant, up to date, complete and not misleading.

If Council is not prepared to amend the personal information in accordance with a request by you, Council must take such steps as are reasonable to attach to the information in such a manner as is capable of being read with the information, any statement provided by you. If your personal information is amended, you are entitled under the Privacy and Personal Information Protection Act 1998, if it is reasonably practicable, to have recipients of that information notified of the amendments made by Council.

Council may refuse to process your application in part or in whole if:

- there is an exemption to Section 15 of the Act; or
- a Code of Practice may restrict alteration

How to complete this form

- 1 All fields on this form are mandatory and must be completed.
- 2 Once completed please refer to the lodgement details section for further information.

SECTION 1 APPLICANT DETAILS			
Name	Mr Mrs Ms	Surname	Other Names
Postal Address	Street	Suburb	Postcode
Contact Number	E-mail		

SECTION 2 PROOF OF IDENTITY
<p>The applicant must attach proof of identity in the form of a certified copy of any one of the following documents:</p> <ul style="list-style-type: none"> Australian driver's license (with photograph, signature and current address) Current Australian passport Other proof of signature and current address details

SECTION 3 APPLICATION DETAILS
<p>I hereby request that Wollongong City Council alter personal information regarding myself in the following manner:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>The reasons for the changes are as follows:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

APPLICATION FOR ALTERATION OF PERSONAL INFORMATION HELD BY COUNCIL

Made under Section 15 of the Privacy and Personal Information Protection Act 1998



SECTION 4 APPLICANT DECLARATION	
Applicant Signature	 Date

SECTION 5 LODGEMENT DETAILS	
You can lodge the completed application by:	
Email	council@wollongong.nsw.gov.au
Post	The General Manager, Wollongong City Council, Locked Bag 8821, Wollongong DC NSW 2500
In Person	Wollongong City Council Administration Building, 41 Burelli Street, Wollongong