

Application for alteration of personal or health information

Application under the *Privacy and Personal Information Protection Act 1998* and/or *Health Records and Information Privacy Act 2002* for alteration of the applicant's personal and/or health information.

Applicant details

Name.....Title: Mr/Ms/other

Postal address

State Post code

Email Phone no.

Under the privacy legislation you have a right to request alteration of personal and/or health information concerning you that is held by the NSW Education Standards Authority (NESA), to ensure it is accurate and, having regard to the purpose for which it was collected, is relevant, up to date, complete and not misleading.

If NESA is not prepared to amend the information, you may request that it attach to the information a statement of the amendment sought.

NESA may refuse to process your application in part, or in whole, if there is an exemption under the legislation that restricts the alteration sought.

You have the right to request an internal review by NESA of a decision in relation to your application for alteration. A request for internal review can be sent to the address below.

Proof of identity

When seeking alteration of your, your child's or another person's personal or health information on their behalf, you will be required to provide proof of identity. This requirement will be met by providing a copy of one of the following documents:

- Australian driver photo licence showing current address, or
- Current Australian passport, and current address details, or
- Other proof of name, signature, relationship to the person on whose behalf you are acting (such as Medicare card or birth certificate) and current address details.

Information requested

- I am seeking amendment of my own personal and/or health information.
- I am seeking amendment of personal and/or health information about my child or a person for whom I am legal guardian.¹
- I am seeking amendment of personal and/or health information on behalf of another person other than my child.²

I am seeking amendment of information on behalf of another person other than my child for the following reason/s, and attach evidence in support of the amendment requested:

.....
.....
.....
.....

I am seeking the following amendment to information held by NESA: [complete information on a separate page if needed]

.....
.....
.....
.....

Submit your application

You can send your application to the part of NESA holding the information or to the Access and Privacy Officer by email at privacy@nesa.nsw.edu.au or by mail to:

Access and Privacy Officer
NESA
GPO Box 5300
Sydney NSW 2001

Signature and declaration

I declare that the information I have provided on this form is true and correct.

Signed Date/...../.....

Privacy notice

The information provided on this form is being obtained for processing your application for alteration of personal or health information. Providing this information is required by law. It will be stored securely. If you do not provide all or any of this information, it may prevent or delay the processing of your application.

¹ Please provide evidence of your relationship with the person whose personal information you are requesting amendment of, if NESA does not already hold that information.

² If you are applying on behalf of another person other than your child or a person for whom you are legal guardian, please provide written authority and ID from that person.