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Sutherland Shire  
COUNCIL



## APPLICATION FOR ACCESS to PERSONAL INFORMATION

Made under Section 14 of the Privacy and Personal Information Protection Act 1998

**Customer Request No:** \_\_\_\_\_ (office use only)

### Please read the following information carefully before proceeding with your application

As an applicant, you have a right of access to your personal information held by Sutherland Shire Council under section 14 of the Privacy and Personal Information Protection Act 1998.

You are entitled to have access without excessive delay or cost.

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

- the correct amount of fees have not been paid;
- there is an exemption to section 14 of the Act;
- or a Code of Practice may restrict disclosure.

### CONTACT DETAILS

You are required to supply your name and address for correspondence. Additional contact details will help us to deal with your application, and to correspond with you in the manner you prefer.

Title (e.g Mr, Mrs, Ms, Miss, Dr)

Given Name/s

Family Name

Postal address

Preferred method of contact (tick one option then fill out related field below. Please include area code where appropriate.)

Phone  Fax  Mobile  Email  Post

Phone:

Mob:

Email:

Fax:

### APPLICATION DETAILS

Applicants need to provide sufficient information to enable the correct document/s to be identified.

I hereby request that Sutherland Shire Council provide me with:

- access to all personal information held concerning myself; or
- access to the following personal information only, please give details below:

Please attach any documentary evidence that will form the basis for your application