

Access to Personal Information Application

Privacy and Personal Information Protection Act 1998 (NSW)

Complete this form to apply for access to personal information held by Port Authority of NSW under the Privacy and Personal Information Protection Act 1998 (NSW) and/or Health Records and Information Privacy Act 2002 (NSW). If you need assistance completing this form, please contact the Privacy Coordinator on (02) 9296 4999 or access2info@portauthoritynsw.com.au

1. Your details

Surname: _____ Title: _____
Given name: _____
Postal address: _____ Postcode: _____
Telephone: _____
Email: _____

I agree to receive correspondence at the above email address

Do you have special needs for assistance with this application? Yes No

If yes, please provide details: _____

2. Personal / Health Information

Please describe the information you would like to access in enough detail to allow Port Authority to identify it.

Note: If you do not give enough details about the information, Port Authority may refuse to process your application.

Personal Information Health Information (**Note:** see 5 below) Both Personal and Health Information

The information I am requesting is detailed on a separate sheet OR

I am applying for the following:

Proof of Identity attached? Yes No (please see **3. Proof of Identity** below.)

Are you seeking information on behalf of another? Yes No

If yes, please advise for whom: _____

Note: If you are seeking information on behalf of another person you must provide either written authority from that person to act on their behalf OR other legal authority to access the information. If you do not, your application will not be processed.

3. Proof of identity

When seeking access to personal or health information, you must provide proof of identity in the form of a certified copy of any one of the following documents:

Australian driver's licence (with photograph, signature and current address) Australian passport
Other official proof of identity with current address details

4. Form of access

How do you wish to access the information?

Inspect the document(s)

A copy of the document(s)

Access in another way (please specify) _____

5. Application Fee – Health Records Information Request

Under the Privacy and Personal Information Protection Act 1998 (NSW) and/or Health Records and Information Privacy Act 2002 (NSW), Port Authority may charge a fee for (i) giving an individual a copy of health information, (ii) giving an individual an opportunity to inspect and take notes of the health information, or (ii) amending health information. **Note:** *not applicable for employees of Port Authority.*

If you have made a request for health information, an application is not valid without the payment of an application fee. Please select the option you have chosen to pay the fee:

I have made an electronic funds transfer to Port Authority of NSW: BSB 062-000 Account Number 1041 7500
(Please include "HRIP Request" in the reference)

I attach payment of the \$30 application fee by cheque / money order.
(please make payable to "Port Authority of New South Wales")

I am a current employee of Port Authority and no payment is required.

Applicant's lodgment

By submitting this form,

- (i) I agree that Port Authority is collecting my personal information for the purpose of handling my request and if I do not provide all the necessary information my request may not be processed;
- (ii) I acknowledge that the personal information I have disclosed will be handled in accordance with Port Authority of NSW's Privacy Statement; and
- (iii) I understand that my personal information may be provided to third party providers in order to obtain access to the information held by those parties on behalf of Port Authority of NSW.

Please post or email this form with the application fee to:

Attention: Privacy Coordinator
Post: GPO Box 25, Millers Point, SYDNEY NSW 2001
Email: access2info@portauthoritynsw.com.au