

Personal Information Protection Act 2004

Request for Release of Personal Information



Applicants Details:	
Title:	Eg. Mrs, Miss, Mr, etc.
Full Name:	
Previous names:	Please include any previous names you may have been known by, including maiden name
Date of Birth:	
Postal Address:	
Mobile/Telephone:	
Email:	
<p>In seeking access to your own personal information, you must provide proof of identity in the form of the following (Please tick and provide copy of the evidence).</p> <ol style="list-style-type: none">1. Driver's licence2. Passport3. Birth certificate4. Other (please specify)	
Details of request:	
<p>Please write the information you are wanting correct or update with the Department for Education, Children and Young people (Please clearly state the reasons why you consider your personal information requires correcting or updating</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Signature and declaration:	
<p>I declare that the information I have provided on this form is true and correct</p> <p>Applicant Signature: _____ Date: _____</p>	

Application for Request to Correct or Update Personal Information

A completed application is to be sent to Legal Services within the Department for Education, Children and Young People (the Department) via:

- email: RTI.PIP@decyp.tas.gov.au or
- post: GPO Box 169, Hobart TAS 7001.

Information about requests to correct or update personal information

- Under the *Personal Information Protection Act 2004* you can request your personal information held by the Department that you consider incorrect, incomplete, out-of-date, or misleading, be corrected or updated by completing an application.
- There is no application fee for requesting your personal information be corrected or updated.
- The Department's Personal Information Protection Policy is available at <https://www.decyp.tas.gov.au/about-us/legislation/personal-information/>
- You must provide enough detail on your application, and proof of identity, for the Department to consider your request.
- The Department acknowledges that some personal information may no longer be held, eg. records disposed of under legislation, records destroyed by natural disaster, etc.
- If you are unsatisfied with the handling or outcome of your request, you can lodge a further request in writing to Legal Services (same contact options outlined above).
- If you remain unsatisfied with the Department's handling or outcome of your request, you can contact the Ombudsman Tasmania:
 - telephone: 1800 001 170 (free call from a landline nationally); or
 - email: ombudsman@ombudsman.tas.gov.au; or
 - post: Ombudsman Tasmania, GPO Box 960, Hobart TAS 7001.

Application for Request for Release of Personal Information

If you would like to request access to your personal information held by the Department complete the application at <https://www.decyp.tas.gov.au/about-us/legislation/personal-information/>