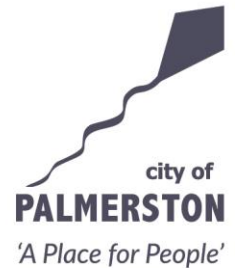


CORRECT PERSONAL INFORMATION APPLICATION



1. APPLICANT DETAILS

Preferred Title: Mr Mrs Miss Ms Other

Surname: _____ First name(s): _____

Address for correspondence: _____

Email: _____

Telephone: _____ Mobile: _____

Preferred method of contact: Telephone Email Mail

Privacy: The *Information Act 2002* (NT) (The Act) requires you to supply your name and an address for correspondence. Additional contact details will assist the City of Palmerston to deal with your application. Personal information supplied in the course of an application may be used or disclosed in order to deal with the application and any review or complaint arising from the application.

2. INFORMATION TO BE CORRECTED

Please provide sufficient details about the information that you are requesting be corrected so that the City of Palmerston will be able to identify the information e.g. dates, location, subject matter such as 'rates notices' or 'dog registration'. If insufficient space, please attach a separate sheet a paper.

3. DECLARATION

I declare that the information supplied by me concerning this application is complete and true to the best of my knowledge.

Applicant's Signature: _____ Date: _____



4. EXEMPTIONS

City of Palmerston may not correct or provide access to information subject to Principle 6 of the Information Privacy Principles of The Act.

5. FEES & CHARGES

There are no fees & charges in relation to an application to correct personal information.

6. ASSISTANCE

If you need help to complete this application form, please contact the, City of Palmerston on (08) 89359922 or email: palmerston@palmerston.nt.gov.au.

NOTES FOR THE CORRECTION TO PERSONAL INFORMATION APPLICATION

1. Identification

You will be asked to show identification when lodging this application. If posting your application, please attach a photocopy of your driver's license or passport, another form of approved identification documentation. This is to ensure that the City of Palmerston is satisfied as to your identity.

2. Where to lodge this application

This application can be lodged at the customer service desk located at City of Palmerston Civic Plaza ground floor, 1 Chung Wah Terrace, Palmerston, email: palmerston@palmerston.nt.gov.au or posted to: City of Palmerston, PO Box 1 Palmerston, NT, 0831.

3. Response to your application

City of Palmerston will respond to your request with a decision within 30 days of receiving your application. If you are aggrieved by the decision, you may apply for an internal review. If unsatisfied with the review outcome you may lodge a complaint with the Information Commissioner within 90 days.

4. Decisions in relation to a request to correct personal information

City of Palmerston can make the following decision for this application:

- Correct the information
- Correct the information but the correction is different from the one specified in your application
- Refuse to correct the information
- Require more time to make a decision or
- Transfer the application.

**If in your opinion the information as corrected (or not corrected) is inaccurate, incomplete or out of date, you are entitled to request that the statement to that effect be associated with the information. City of Palmerston is not required to correct personal information that is inaccurate due to historical reasons.*

7. OFFICE USE ONLY

Reference no: _____

Application receipt date: _____

Satisfied as to identity of applicant: Yes No (please tick) _____

Receiving officer's name: (print name) _____

Signature of receiving officer: _____

City of Palmerston complies with the Information Privacy Principles contained in the Information Act 2002 (NT). These principles protect the privacy of personal information collected and held by City of Palmerston. City of Palmerston's privacy statement is available from City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website on www.palmerston.nt.gov.au.