



APPLICATION TO CORRECT PERSONAL INFORMATION

Under the *Information Act* (NT) 2002

There are no application fees for a request to correct personal information.

APPLICANT DETAILS

Preferred title: Mr/Mrs/Miss/Ms/Other

Surname: _____ First Name(s): _____

Address for correspondence: _____

Email Address: _____

Contact numbers: A/H _____ Mobile: _____

B/H: _____ Fax: _____

Preferred method of contact: ☐ Telephone ☐ Facsimile ☐ Email ☐ Mail

Privacy: The *Information Act* (The Act) requires you to supply your name and an address for correspondence. Additional contact details will assist the City of Darwin 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.

INFORMATION TO BE CORRECTED Please provide sufficient details about the information that you are requesting be corrected so that the Council will be able to identify the information eg dates, location, subject matter. If insufficient space, please attach a separate sheet of paper.

REASON FOR APPLICATION TO CORRECT PERSONAL INFORMATION Please provide reasons for your application eg my personal information held by the Council is inaccurate, incomplete or out of date. If insufficient space please attach a separate sheet of paper

SPECIFY THE CORRECTION YOU WANT TO MAKE TO YOUR PERSONAL INFORMATION
If insufficient space please attach a separate sheet of paper

FEES AND CHARGES

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

DECLARATION

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

Signature: _____ Date: _____

NOTES FOR THE CORRECTION TO PERSONAL INFORMATION FORM

1. Identification

You will be asked to show identification when lodging this application. If posting your application, please attach a photocopy of your drivers licence, passport, another form of approved identification documentation.

2. Where to lodge this application

This application can be lodged at the Civic Centre in Harry Chan Avenue Darwin or posted to:
Information Officer
City of Darwin
GPO Box 84
DARWIN NT 0801

3. Response to your application

- The Council will respond in writing to your application within 30 days of receiving it.
- If aggrieved by the decision, you may apply for an internal review to which the Council has 30 days to respond. 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

The response to this application could inform you that the Council will:

- 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
 - transfer the application
- (Refer to sections 34-37 of The Act)

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

ASSISTANCE

If you need help to complete this application form please contact the Information Officer, City of Darwin, Phone: (08) 8930 0300, Facsimile: (08) 8930 0311

Further information about the *Information Act* can be found at www.darwin.nt.gov.au

OFFICE USE ONLY

Reference No. _____ Application Receipt Date _____

Satisfied as to Identity of Applicant: _____ Yes / No (please circle)

Receiving Officer's Name: (please print) _____

Signature of Receiving Officer: _____