

Application to Correct Personal Information

Use this form if you want to apply to correct your personal information held by Litchfield Council

Section 1 Details of Applicant *Please use BLOCK letters and write clearly.

Title Mr Ms Mrs Other

Surname _____ Given name/s _____

Name of organisation (if applicable) _____

Postal address _____

Telephone no. _____ Business hours _____ Mobile _____

Fax _____ Email _____

Preferred Method of Contact

Telephone Post Facsimile Email

The [Information Act](#) requires you to supply your name and address for correspondence. Additional contact details will assist us in processing your application. Personal information supplied in the course of an application may be used or disclosed in order to process the application and any review or complaint arising from the application.

Section 2 Information to be corrected *Please be as specific as possible. Attached a separate sheet of paper if required.

Details of your personal information which you want to correct. Attach copies of the records if you have them. Please give reasons why it is inaccurate, incomplete or out of date, and set out how you want it to be corrected.

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Section 3 Identification

The Council needs proof of your identity if you are asking to correct your own personal information to protect your privacy. Proof of identity includes your driver's licence, passport or other document/s that identifies who you are.

Applying by post, email or fax You will need to attach a certified and dated copy of the identification document to this application form. I have attached a certified and dated copy of a document that identifies who I am.

Section 4 Assistance and Lodgement

This application form can be lodged in person, email (council@litchfield.nt.gov.au), fax (08) 8983 1165, or by mail: Information Officer, Litchfield Council, PO Box 446 Humpty Doo, NT, 0836. There are no fees required.

If you need help, or are unable to complete this application form, contact the Information Officer on telephone (08) 8983 0600.

Section 5 Signature

Applicant's signature _____ Date _____

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Section 6 Notes to Applicant

What personal information can you correct?

The Information Act 2002 (the Act) gives you the right to apply to a public sector organisation for correction of your personal information if you believe that it is inaccurate, incomplete or out of date.

The Council may make the correction requested in this application, refuse the application, or make a correction different to this application. If you are of the opinion that the information as corrected is inaccurate, incomplete or out of date, you are entitled to request that a statement to that effect is placed with the corrected personal information. A public sector organisation is not required to correct personal information that is historical only.

Fees There are no application or processing fees to correct your personal information.

Response The Council is required to respond to all applications within thirty (30) days of lodgement. However, if you are not notified within this time, the public sector organisation is taken to have refused your application.

For more information about access to NT government information under the Information Act you can visit www.infocomm.nt.gov.au, or contact the Office of the Information Commissioner — phone 1800 005 610 or 8999 1500, fax 8981 3812, email infocomm@nt.gov.au, or post PO Box 3750, Darwin NT 0801.

Office Use Only	
Reference number
Date application received
Identity confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Identity known <input type="checkbox"/> Driver's licence <input type="checkbox"/> Passport
Other identity documents
Other attachments
Receiving officer's name	Signature