

Privacy Complaint Form

Privacy and Data Protection Act 2014

This form is to assist you in making a complaint about the handling of your personal information by the Department of Environment, Land, Water and Planning under the *Privacy and Data Protection Act 2014*.

Complete this form and send to: Manager FOI and Privacy, DELWP, PO Box 500, East Melbourne 3002 or Email: foi.unit@delwp.vic.gov.au

Your contact details

Name:

Address:

Phone:

Email:

Your complaint

You may only complain about the mishandling of your own personal information; not about anyone else's information. Parents of minors, legal guardians and those with a legal authority may complain on behalf of their children or wards etc. If you are complaining on behalf of someone else please provide proof of your authority to do so.

I am complaining about-

Organisation:

Individual/Region/Office:

Contact details (if known):

How do you believe your information privacy has been breached?

Privacy Collection Statement

DELWP will use the information you provide to investigate, conciliate and/or remedy your privacy complaint. We may disclose the information you give us to the individuals or organisations named in the complaint and, if necessary, to others who have information relevant to your complaint. Should the complaint be referred to the Commissioner for Privacy and Data Protection, we may need to disclose some information to the Office of the Commissioner and/or the Victorian Administrative Appeals Tribunal. You may gain access to your privacy complaint information by contacting the Manager Privacy, Department Environment, Land, Water and Planning – PO BOX 500, East Melbourne, Victoria 8002.



How has this affected you?

Have you taken this complaint to another organisation?

Organisation:

Contact:

Documents

Please give us with copies (not the original) of any documents that may help us to investigate your complaint (for example, any correspondence or records of conversations you have had with department officers or contracted service providers).

Signature

/ /
Date

If you wish to discuss your complaint or any privacy matters you may contact the Senior Privacy Advisor on 9637 8697 or the FOI and Privacy Unit, Legal Services Division on 9637 8331.