



Privacy and Personal Information Protection Act 1998 **AMENDMENT APPLICATION**

Please complete this form to apply for amendment of personal information about you held by the University of Sydney under the *Privacy and Personal Information Protection Act 1998* (PPIP Act).

If you need help completing this form, or if you would like to speak with us before submitting this form, please contact the Right to Information Officer on 9351 4263 or visit [our website](#).

You can send your completed form to us via email at privacy.enquiries@sydney.edu.au, or by post to:

The Right to Information Officer, Archives and Records Management Services
c/- Archives A14
The University of Sydney 2006

Your details

Title

First Name

Last Name

We may contact you to verify your identity before we begin processing your request.

Please provide your preferred method of contact.

Email

I agree to receive correspondence at this email address.

Postal address

Suburb

State

Postcode

Contact phone number

University of Sydney Student or Staff ID (if applicable)

Date

Information you want amended

Please describe the information you want to amend to in enough detail to allow us to identify it.

Attach additional pages if necessary.

Privacy

The supply of the information on this form is voluntary, but if you do not provide all the information requested, the University may not be able to process your request.

The information on this form will be used by the University to process your application.

We will not disclose the information on this form to anyone else outside the University without your express consent, or where required or authorised by law.

Any enquiries regarding access to, or correction of, personal information about you held by the University should be addressed to the Privacy officers at privacy.enquiries@sydney.edu.au