

## ***Privacy and Personal Information Protection Act 1998***

### **ACCESS & 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).

Send your completed form to [privacy.enquiries@sydney.edu.au](mailto: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

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

Please provide your preferred method of contact.

Email

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Postal address

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Suburb

State

Postcode

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Contact phone number

University of Sydney Student or Staff ID (if applicable)

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Date

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## **Information you want amended**

Please describe the information you want to amend to in 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](mailto:privacy.enquiries@sydney.edu.au)