

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

### **PRIVACY COMPLAINT APPLICATION**

Please complete this form if you want to make a privacy complaint to the University of Sydney under s53 of the *Privacy and Personal Information Protection Act 1998* (PPIP Act).

You need to submit this form **within 6 months** of becoming aware of the conduct you are complaining about. If you want to submit a late application, please provide your reasons on page 2 of this form.

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

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

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

#### **Your details**

Title

First Name

Last Name

---

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

---

## Details of your complaint

Please provide details about the conduct you are complaining about.

“Conduct” can include an action, a decision, or even inaction by the University that involves your personal information.

When did the conduct you are complaining about occur?

When did you first become aware of the conduct?

*If more than six months has passed since you became aware of the conduct, please include your reasons for submitting a late application when you describe your complaint below.*

Describe the conduct you are complaining about:

What would you like the University to do about the conduct?

*(for example: an apology, a change in policies or practices, training for staff, etc.)*

## 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 are required to provide details of your complaint to the NSW Privacy Commissioner under section 54(1) of the PPIP Act.

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)