



Personal Information Request (Request for Access / Request for Correction)

When should you use this form?

You can use this form to ask us for personal (including any sensitive) information we hold about you or to ask us to correct personal/sensitive information we hold about you.

Your details:

****Mandatory information***

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____		
*Surname:		
*Given name(s):		
Date of Birth: ____/____/____		<i>only</i> if you have supplied this to us previously
Current Residential Address:		<i>only</i> if you have supplied this to us previously
Address:		
Suburb:	State:	Postcode:
Contact Details:		
*Home phone number:		
*Mobile number or work number:		
*Email address:		

Richardson&Wrench
Blackheath

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R&A Colman Pty Ltd ABN 80 050 065 382

Access Request

What information do you need?

Important: Please be as specific as possible to help us find the right information. You can only request access to personal/sensitive information we hold about you. If another person is involved, each of you must complete and sign separate access request forms.

Fees may apply: In some circumstances, we may charge a fee for giving you access to the personal / sensitive information we hold about you. We will tell you in advance if there is going to be any fee and how much that fee is likely to be, so you can decide if you want to go ahead.

Correction Request

You may ask us to correct personal/sensitive information we hold about you, if you consider the information inaccurate, out-of-date, incomplete, irrelevant or misleading.

What information do you want corrected:

How do you want that information corrected:

Important: Please be as specific as possible to help us find the right information. You can only request access to personal/sensitive information we hold about you. If another person is involved, each of you must complete and sign separate access request forms.

Fees do not apply to correction requests.

When are you likely to hear from us?

We will come back to you as soon as possible, within a reasonable period of time.

Your declaration and authority

By signing and sending this form, I declare that I am the individual named in the form:

Signature:	Date of Signature: ____ / ____ / ____
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Sending the form

You can return the form to us by the following methods:

- Email: officemanager@rwblackheath.com.au
- Post: 31 Govetts Leap Road, Blackheath NSW 2785
- In person: As above