

Request for Information Form

This form should be completed by individuals (applicants), or Authorised Representatives, who would like to request access to their personal records held by Uniting WA.

Completed forms should be returned via email (privacyofficer@unitingwa.org.au), or by post – addressed to the **Privacy Officer, Uniting WA GPO Box B74, Perth WA 6838.**

The applicant’s ID and / or consent (if required) should be attached to the request.

Section 1: Applicant Contact Details (the individual who the requested information relates to)	
Name (first, last):	
Other Names (nick names, other family names):	
Date of Birth:	
Relationship with Uniting WA:	<input type="checkbox"/> Current / former Service User
	<input type="checkbox"/> Current / former worker
	<input type="checkbox"/> Other, please specify:
Contact Number:	
Email:	

Section 2: Authorised Representative Contact Details (if applicable)	
Name (first, last):	
Relationship to Applicant:	
Organisation (if any):	
Contact Number:	
Email:	

If you are acting on behalf of an applicant, please attach the applicant’s consent, or evidence of your rightful authority to do so.

Section 3: Information Request Details

What information is being requested?	
What is the date range of this information?	
What service, program or location does the information relate to?	
What is the purpose / intended use of the information being requested?	

Section 4: Applicant / Authorised Representative Declaration

By signing below, the applicant (or Authorised Representative) acknowledges that all information requested is strictly for the purposes indicated above, and must be kept securely in accordance with Uniting WA's [Privacy Policy](#).

Name:		Signature:		Date:	
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Uniting WA is committed to ensuring that all personal and sensitive information gathered by the organisation is collected, maintained, used, stored, and disposed of in accordance with requirements and obligations of the *Privacy Act 1998*, the Australian Privacy Principles, and Uniting WA's [Privacy Policy](#).

Requests for information will be acknowledged as soon as practicable (within Uniting WA's operational business hours), following receipt.

All requests will be reviewed and processed within **30 business days** of receiving a signed and dated [Request for Personal Information Form](#) (with all applicable attachments - including proof of identity and consent, as required).

Outcome determinations will be returned, in writing, to applicants or Authorised Representatives, using the contact information provided above.

OFFICE USE ONLY

Section 5: Receipt of Request and Supporting Documents

Date Received:	
Attachments Included (select all that apply):	<input type="checkbox"/> Applicant ID (1)
	<input type="checkbox"/> Applicant ID (2)
	<input type="checkbox"/> Applicant's Consent / Authorised Representative Authority (if required)
	<input type="checkbox"/> Other, please list:

Section 6: Information Release (file has been reviewed / redactions have been checked by:)

Name (first, last):		Position Title:	
Comments:			
Signature:		Date:	

Section 7: Authorisation

Information Release:	<input type="checkbox"/>	Approved	Reason/s:	
	<input type="checkbox"/>	Rejected		
Name (first, last):			Position Title:	
Signature:			Date:	