



# To Determine Whether WSC Holds Personal Information about a Person

## APPLICATION UNDER SECTION 13 OF THE PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998

I,.....of (address).....,

Hereby request the General Manager of Wollondilly Shire Council provide the following:

- Does Wollondilly Shire Council hold personal information about me? YES/NO\*

If so, what is the nature of that information?

.....  
.....  
.....

What is the main purpose for holding the information?

.....  
.....  
.....

Am I entitled to access the information? YES / NO

My address for response to this Application is:

.....  
.....  
.....

### **Note to Applicants:**

Should you provide your address or any other contact details Wollondilly Shire Council will not record those details for any other purpose other than to respond to your application.

As an applicant, you have a right of access to personal information concerning yourself that is held by Wollondilly Shire Council under Section 14 of the Privacy and Personal Information Protection Act 1998 (“the Act”). There is a separate application form to gain access.

Wollondilly Shire Council may refuse to process this application in part or in whole if:

- there is an exemption to Section 13 of the Act; or
- a Code may restrict the operation of Section 14.

Signed.....

Dated.....

\* Please state who holds or controls the information if not Wollondilly Shire Council.