



Application to correct information

Use this form if you want to apply to correct personal information about you held by a Northern Territory public sector organisation. Lodge the completed form with the organisation that holds the information you want corrected.

Title: ☐ Ms ☐ Mrs ☐ Miss ☐ Mr ☐ Dr ☐ Other:

First name:

Family name:

Phone:

Email:

Postal address:

Fax:

Name the Organisation that holds the information you want:

Describe the document that contains the information you want corrected: Please provide as much detail as you can, eg. is it a letter? A computer printout? A report? A what is the date of the document? Who is the author? To whom is it addressed? Where did you get the document from? Do you have a copy? If yes, please attach. (Attach another sheet of paper with more details, if necessary.)

What personal information do you want corrected? Where is it in the document?

Why is the personal information inaccurate, incomplete or out of date?

What correction(s) do you want to make to the information?

Sign:

Date:

Privacy

The *Information Act 2002* requires you to supply your name and an address for correspondence, as well as sufficient details to identify the information you want. Additional contact details will assist the organisation to process your Application. Some personal information may have to be disclosed to other people in order to satisfy consultation requirements under *the Act* and make an informed decision on your Application. If you want to discuss privacy issues, you may contact the Information Officer within the organisation.

More information

For more information about access to NT government information under the *Information Act 2002* you can visit www.infocomm.nt.gov.au, or contact the Office of the Information Commissioner - phone 1800 005 610 or 8999 1500, fax 8999 1828, email infocomm@nt.gov.au, or post PO Box 1344, Darwin NT 0801.

For help filling out this form, contact the Information Officer for the organisation that holds the information you want (for details, contact the Government Switchboard on 8999 5511).