

Amendment / Notation of Personal Records

You may use this form to request an amendment of your personal records under section 15 of the *Privacy and Personal Information Protection Act 1998* or under section 33 of the *Health Records and Information Privacy Act 2002*. If you need help in filling out this form, please contact Roads and Maritime Services (RMS) on 8588 4964 or visit our website at

Details of Applicant

Mr / Mrs/ Miss / Ms: Given names:

Surname:

Company name:

Australian postal address:

State: Postcode:

Daytime telephone number(s): Facsimile:

Email:

Details of Request

I seek amendment of my personal records held by the Roads and Maritime Services (RMS). I claim that the document(s) described below contain/s information relating to my personal affairs that is. *(Place a tick in the appropriate box)*

incorrect irrelevant out of date incomplete to RMS misleading

I also claim that the information has been, is being used or is available for use, by you for an administrative purpose.

The document(s) containing the information is/are:

.....
.....

The Information that needs changing is:

.....
.....

The Information should be:

.....
.....

The reasons why I claim the information is incorrect, incomplete, irrelevant, misleading or out of date are:

.....
.....

**** Attach any documentation, which would support your claim and indicate which documents should be returned to you.**

Privacy Statement

Roads and Maritime Services (RMS) is subject to the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP Act) which requires us to comply with Information and Health Privacy Principles.

Your personal information is being collected to process your Amendment/Notation of Personal Records pursuant to section 15 of the PPIP Act and section 33 of the HRIP Act. RMS may use your personal information for the purposes of processing your request within the agency. RMS is required to collect personal information directly from the individual unless the individual has authorised collection of the information from someone else.

RMS will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by RMS at 101 Miller St, North Sydney NSW 2060. You have the right to access and correct the information if you believe that it is incorrect.

Applicant's signature: Date: / /

There are no fees or charges for the lodgment or processing of this application. This application must be addressed to the:

General Manager, Government Information and Privacy Branch

Roads and Maritime Services

Locked Bag 928, North Sydney NSW 2059

www.rms.nsw.gov.au | **13 22 13** | **T 02 8588 4964** | **F 02 8588 4109**