



Application for Access to Personal Information Form

This form has been prepared to assist you in applying for access to personal information about you held by the Port Phillip & Westernport Catchment Management Authority (PPWCMA). Please note you may be referred to the Freedom of Information access process or, where another statute stipulates the way access to personal information should be provided, that Act's direction must be followed and you will be advised of the appropriate steps to take.

You may only apply for access to your own personal information; not anyone else's personal information. (NB parents of minors, legal guardians and those with legal authority may request access on behalf of their children or wards etc). If you are requesting access on behalf of someone else please provide proof of your authority to do so.

Please note, use of this form is optional, however, to assist our privacy staff, it is important that you include all the required information in a legible letter. If more space is required, please attach additional pages.

Your details

Name: Mr/Mrs/Miss/Ms

Address:

..... Postcode:

Email:

Contact phone number during business hours:

Please advise our office as soon as possible if any of your contact details change.

Request for Access From:

Department:

About: information regarding

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Have you applied for access previously? Yes/No

What happened regarding that access request?
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Please sign and date this form and return to PPWCMA at the address below.

Signature:..... Date:

Return to the PPWCMA

When you have completed this form please return it by mail or email to:

Privacy Officer
Port Phillip & Westernport CMA
Level 1, Landmark Corporate Centre
454-472 Nepean Highway
Frankston VIC 3199

Email: enquiries@ppwcma.vic.gov.au

Collection Statement: The PPWCMA Privacy Officer will use the information you provide to assess and respond to your request for access to personal information about you. We will usually disclose your request to the area of the appropriate department where your information is held and, if necessary, to other members of the appropriate department who are required to assist in addressing your request or where disclosure is required by law.