



Privacy Complaint Form

This form is to assist you in making a complaint about the handling of your personal information by the Port Phillip and Westernport Catchment Management Authority (PPCMA) under the *Information Privacy Act 2000*.

You may only complain about the mishandling of your own personal information; not about anyone else's information. (NB parents of minors, legal guardians and those with a legal authority may complain on behalf of their children or wards etc.) If you are complaining 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.

About You - the Complainant

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.

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Complaints to other organisations

Have you taken this complaint to any other organisation?

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Documents

Please give us **copies** (not the original) of any documents that may help us to investigate your complaint (for example, any correspondence or records of conversations you have had with PPWCMA staff or contracted service providers).

Please sign and date this form and return to the 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 conciliate and investigate your privacy complaint. We may disclose the information you give us to the individuals named in the complaint and, if necessary, to others who have information relevant to your complaint. If the complaint is referred to the Victorian Privacy Commissioner, we may need to disclose some information to Privacy Victoria and/or the Victorian Administrative Appeals Tribunal.