

Access to Own Personal Records Application

You may use this form to request access to your personal records under section 14 of the *Privacy and Personal Information Protection Act 1998* (PIIP Act) or under section 26 of the *Health Records and Information Privacy Act 2002* (HRIP Act). If you need help filling out this form, please contact us on (02) 4251 6111 or email gipa@ses.nsw.gov.au.

This application form may only be used to obtain your own personal information. If you require other information then please complete the [Government Information \(Public Access\) Act 2009 formal application](#).

Details of applicant

Your full name:

Your postal address:

Telephone number:

Email address:

Identification documents

When seeking access to personal information, an applicant must provide proof of identity. Please attach a certified copy of one of the following: Australian driver licence

- Australian driver licence
- Current Australian passport
- Other photo identification

Note: *Certified copy means that the original document has been verified and the copy has been signed and dated by an authorised person, for example a Justice of the Peace, Doctor, Nurse, Dentist, Pharmacist or Legal Practitioner.*

Personal information

Please describe the information you would like to access in enough detail to allow us to identify it (*attach additional pages if necessary*). **Note:** if you do not give enough details about the information, we may refuse to process your application.

Where to send your form

Email: gipa@ses.nsw.gov.au

Post: NSW SES, PO Box 6126, Wollongong, NSW 2500

You must include certified copies of your proof of identity documents with your application or the request will not be processed.

Privacy statement

The NSW State Emergency Service (NSW SES) 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 request to access your personal records pursuant to section 14 of the PPIP Act or section 26 of the HRIP Act. NSW SES may use your personal information for the purpose of processing your request. The provision of your personal information on this form is voluntary, however if you do not provide it we may not be able to process your application. The NSW SES will use your personal information to locate the information you have requested.

NSW SES will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by NSW SES at 93-99 Burelli Street, Wollongong. You have the right to access and correct the information if you believe that it is incorrect.

Applicant's signature: _____ Date: ____ / ____ / ____