



APPLICATION TO CORRECT INFORMATION

Information Act Section 31

Use this form if you want to apply to correct personal information about you held by Batchelor Institute of Indigenous Tertiary Education. Lodge the completed form with Batchelor Institute of Indigenous Tertiary Education.

SECTION 1 – NAME AND CONTACT DETAILS

Surname Date requested
First name Phone/extension
Email address
Postal address

SECTION 2 – APPLICATION DETAILS

Name of organisation that holds the information you want corrected

Describe the document containing the information you want corrected.

Document type (please tick)

- Letter
- Computer printout
- Report
- Other, specify

Further information

Date of the document

Author of the document

Addressee of the document

Document source

Do you have a copy of the document? Yes No If yes, please attach copy.

Attach another sheet of paper with more details, if necessary.

SECTION 3 – CORRECTIONS

What personal information do you want corrected?

Where is this information in the document?

What correction/s do you want made to the information?

SECTION 6 – SIGNATURE

Signature

Date

Notes

Privacy

The Information Act 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 Privacy Officer within the organisation.

More information

For more information about access to NT government information under the Information Act you can visit www.infocomm.nt.gov.au, or contact the Office of the Information Commissioner —phone 1800 005 610 or (08) 8999 1500, fax (08) 8981 3812, email infocomm@nt.gov.au, or post PO Box 3750, Darwin NT 0801.

For help filling out this form, contact Batchelor Institute of Indigenous Tertiary Education Privacy Officer – phone (08) 8939 7345 or the organisation that holds the information you want (for details, contact Batchelor Institute on (08) 8939 7345).