

Privacy-Request for Correction to Personal Information

This form must be completed by an individual who makes a request for correction to their personal information held by Noni B in circumstances where an individual believes that the information held is inaccurate, incomplete or not up to date.

This request can only be actioned after the individual making the request has been positively identified.

Date _____

Name _____

Contact number _____

Address _____ State _____ Post Code _____

In what capacity have you had a relationship with Noni B (i.e. Contractor, consultant, prospective employee etc.)?

What information, are you requesting be corrected?

In what way are you requested the information be corrected? (please tick)

Up date information

Complete information

Correct information

Please provide details of correction sought?

This form must be lodged with the Privacy Officer of the Noni B by fax on 02 8822 5300 or by mail or hand delivery to:

The Privacy Officer
10 Garling Road

Kings Park NSW 2148

What will happen now I have made a request for correction?

The Privacy Officer will acknowledge your request for correction within 14 days and will make the correction as requested as soon as practicable. If Noni B declines or partly declines your request to correct then Noni B will provide reasons in writing to you why the request has been declined or partly declined.

In most circumstances, Noni B expects that we will be able to correct information promptly.

An individual requesting the correction of their personal information must positively identify themselves;

If there is a disagreement about the accurateness, up to date ness or completeness of the personal information and Noni B has been asked to associate the in dispute information with a statement by the individual that acknowledges their disagreement, Noni B will do so upon request.

This request does not attract any fees.

Privacy and your request for correction

The personal information requested on this form is to allow Noni B to respond to your request for correction and make any necessary correction. The information is being collected for this purpose and this purpose alone. The information will not be disclosed to any other organization, save as required by law, for the purposes of seeking legal advice, or in the preparation and or defence of any legal claim or action. Noni B reserves the right to hold all documents lodged or arising out of or in connection with any request for correction for the purpose of obtaining legal advice or for demonstrating compliance with the Act, the National Privacy Principles and this Policy.

You are able to gain access to the information contained in this form by contacting the Privacy Officer and completing an access request form. We have sought the minimum detail necessary for us to correct your personal information and to be able to respond to you, failure to provide this information or positively identify yourself may hamper our attempts to effectively deal with your request and may affect our ability to provide you with access.