Request for an Internal Review of Conduct in relation to a Privacy Breach

You may use this form to request an internal review of conduct under Part 5 of the *Privacy and Personal Information Protection Act 1998*. If you need help in filling out this form, please contact Roads and Maritime Services (RMS) on 8588 4964 or visit our website at www.rms.nsw.gov.au

Details of Applicant

Mr / Mrs/ Miss / Ms: ..... Given names: .....

Surname: .....

Company name: .....

Australian postal address: .....

..... State: ..... Postcode: .....

Daytime telephone number(s): ..... Facsimile: .....

Email: .....

Details of Suspected Privacy Breach

Describe the incident/suspected privacy breach and when you became aware of the conduct?

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Privacy Statement

Roads and Maritime Services (RMS) is collecting your personal information (including any health information you may provide) in order to investigate your privacy complaint. Providing this information is voluntary but RMS may not be able to process your application or properly investigate your complaint unless you do so. RMS may need to disclose your complaint to third parties in order to properly investigate it or to verify the information you provide. RMS will also report your complaint to the NSW Privacy Commissioner in accordance with section 54(1) of the *Privacy and Personal Information Protection Act 1998*. Otherwise the RMS will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by RMS at 101 Miller St, North Sydney NSW 2060 and generally you can contact the RMS to access or correct it.

Applicant's signature: ..... Date: ..... / ..... / .....

This application must be addressed to the:

Manager, Information Privacy Unit
Roads and Maritime Services
Locked Bag 928, North Sydney NSW 2059
www.rms.nsw.gov.au | **13 22 13** | **T** 02 8588 4964 | **F** 02 8588 4109