



Application for Correction of Personal Information

About this Form

This form has been prepared to assist you in applying for correction of personal information about you held by Jemena. Under the National Privacy Principles, you have the right to request correction of information that is inaccurate, incomplete or out of date.

We ask that you use this form to help us locate the personal information that you want corrected. Please provide all of the requested information, attaching additional pages if you require more space for your responses.

If you prefer not to use this form, please provide the information requested in some other legible written format (for example, an email, fax or letter), to the return address detailed below.

Note that you may only apply for correction of your own personal information. You may not apply for correction of another person's personal information (although parents of minors, legal guardians and those with legal authority may request correction on behalf of their children or wards). If you are requesting correction on behalf of another person, you must provide proof of your authority to do so.

We will try to respond to your request for correction promptly, in most cases within 14 days. We may, however, need up to 30 days to locate the Personal Information you require.

Your Details

Name: Mr/Mrs/Miss/Ms
(Include your current name and any former names in which you believe we may hold information about you)

Address:

..... Postcode:

Email:

Contact phone number during business hours: ()

Please advise us as soon as possible if any of your contact details change.

Request for Correction

By:
(Provide Jemena company and business unit if known)

Amendment requested:

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(Specify the information that you believe to be inaccurate, incomplete or out-of-date and the amendment that you consider needs to be made to correct the information).

Reasons:.....

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(Specify the reasons why you believe the information we hold is inaccurate, incomplete or out-of-date and attach any supporting information).

Proof of Identity

Before we can change your personal information, we must be satisfied of your identity. Please provide evidence of your identity, such as a driver's licence or passport. If you are correcting this information on behalf of someone else, please provide written evidence that you are authorised to correct the information on their behalf. You will also need to provide evidence of the identity of the individual who has authorised you to correct the information as well as proof of your own identity.

Confirmation

I confirm that this application relates to personal information about me (or about a person that has authorised me to make this application on their behalf).

Signature Date:

Return to Jemena

When you have completed this form please return it by mail, email, or fax to:

Privacy Officer
Jemena Limited
Level 3, 321 Ferntree Gully Road
MOUNT WAVERLEY VIC 3149

Fax: (03) 8544 9909

Email: privacyenquiries@jemena.com.au

Collection Statement

We will use the information that you provide in this form only for the purpose of responding to your request for correction. We will usually disclose your request to the area within the relevant Jemena company where your information is held and, if necessary, to other members of that company who are required to assist in addressing your request, or where disclosure is required by law.