

2 Details of Complaint - continued

When did you first become aware of this conduct?

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You need to lodge this application within 6 months of the date above. If more than 6 months has passed, you may ask the agency for special permission to lodge a late application. If you need to, write here to explain why you have taken more than 6 months to make your complaint:

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What effect did the conduct have on you?

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What effect might the conduct have on you in the future?

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What would you like to see the agency do about the conduct?

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3 Further Information

I understand that this form will be used by Shoalhaven City Council to process my request for an Internal Review.

I understand that details of my application will be referred to the Privacy Commissioner in accordance with section 54 (1) of the Privacy and Personal Information Protection Act 1998; or section 21 of the Health Records and Information Privacy Act 2002; and that the Privacy Commissioner will be kept advised of the progress of the review.

I would prefer the Privacy Commissioner to have:

- a copy of this application form, or
 just Section 2 - Details of Complaint

Signature:

Date:

Agency Use Only

File No. :

Date Received: ___/___/___

Acknowledgement Sent: ___/___/___

Privacy Commission Notified: ___/___/___

Name of Officer Notified:

Note: If there is insufficient space to answer any of the questions on this form, attach separate sheets which indicate the question to which you are referring. It is not a requirement that you complete this form. This form is designed for your convenience only.