## Request to Correct or Update Personal Information

### Applicant's details

<table>
<thead>
<tr>
<th>Full name:</th>
<th>Title:</th>
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<table>
<thead>
<tr>
<th>Other name/s you may be known by (eg maiden name):</th>
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<table>
<thead>
<tr>
<th>Postal address:</th>
<th>Date of birth:</th>
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### Daytime contact information

<table>
<thead>
<tr>
<th>Telephone:</th>
<th>Mobile:</th>
<th>Email:</th>
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### Proof of identity

In seeking to correct or update your personal information, you must provide proof of identity in the form of a current copy of:

- [ ] Driver’s licence
- [ ] Passport
- [ ] Birth certificate
- [ ] Other (please specify)

### Details of request

I am seeking to correct or update the following personal information of mine held by the Department of Education: (complete information on a separate page if necessary)

Please clearly state the reason(s) why you consider your personal information requires correcting or updating

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The above information is for the period: from ................................ to ................................

If relevant to request list all school/s / college/s attended: Date/s attended:

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### Signature and declaration

I declare that the information I have provided on this form is true and correct

<table>
<thead>
<tr>
<th>Applicant's signature:</th>
<th>Date:</th>
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Application for Request to Correct or Update Personal Information

A completed application is to be sent to the Department of Education, Legal Services:

- email: legal.services@education.tas.gov.au; or
- post: GPO Box 169, Hobart TAS 7001.

Information about requests to correct or update personal information

- Under the Personal Information Protection Act 2004 you can request your personal information held by the Department of Education (the Department) that you consider incorrect, incomplete, out-of-date or misleading, be corrected or updated by completing an application.
- There is no application fee for requesting your personal information be corrected or updated.
- The Department’s Personal Information Protection Policy is available at https://www.education.tas.gov.au/about-us/legislation/personal-information/
- You must provide enough detail on your application, and proof of identity, for the Department to consider your request.
- The Department acknowledges we may no longer hold some personal information; eg records disposed of under legislation, records destroyed by natural disaster, etc.
- If you are unsatisfied with the handling or outcome of your request you can lodge a further request in writing to Legal Services.
- If you remain unsatisfied with the Department’s handling or outcome of your request you can contact the Ombudsman Tasmania:
  - telephone: 1800 001 170 (free call from a landline nationally); or
  - email: ombudsman@ombudsman.tas.gov.au; or
  - post: Ombudsman Tasmania, GPO Box 960, Hobart TAS 7001.

Application for Request for Release of Personal Information

If you would like to request access to your personal information held by the Department complete the application at https://www.education.tas.gov.au/about-us/legislation/personal-information/