

# Request for Access to Personal Information



Australian privacy law gives you a right to request access to the personal information AusNet Services holds about you. We must give you access to your personal information when you request it, except where the law allows us to refuse your request.

You do not have a right under Australian privacy law to access other kinds of information, such as commercial information, or personal information about another individual unless you are the legal guardian of that individual.

If you would like to request access to your personal information, please complete this form and return it by email or post to:

AusNet Services  
Attn: Privacy Officer – WVTNP  
Locked Bag 14051  
Melbourne City Mail Centre VIC 8001  
[info@westvictnp.com.au](mailto:info@westvictnp.com.au)

## Your details

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Description of the Personal Information Sought

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you applied for access previously?  Yes  No

How would you prefer to access your personal information (select one only)?

Electronic copy by email  Hardcopy by post  Visual inspection

## Verifying your identity

You must verify your identity before we can give you access to your personal information. Please attach a copy of one of the following forms of photographic identification. We will not collect or store this information.

Driver's licence  Passport  Proof of age card  Other

## Administrative fee

If we hold personal information about you, we may charge an administrative fee to give you access to your personal information. This fee contributes to the cost of searching for, collating and preparing the information relevant to your request. If a fee is payable, we will advise you of this and the quantum of the fee before we begin processing your request.

\_\_\_\_\_  
Signature

/ /  
Date

## Privacy Collection Statement

AusNet Services will collect and use the information you provide to assess and respond to your request for access to the personal information we hold about you. By completing and submitting this form, you consent to AusNet Services collecting your personal information and handling it in accordance with the [AusNet Services Privacy Policy](#).