

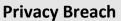




This form relates to making a privacy breach complaint to Noosa Shire Council under the *Information Privacy Act 2009*.

Please use BLOCK LETTERS and complete all details in full. Please SAVE your form information.

1. Personal details								
Surname			Given nam	nes				
Postal address								
Suburb			State		Postcode			
Phone		Mobile						
Email address								
Are you the person affected by the complaint?								
	n behalf of an affected person, p s the complaint on their behalf.	olease provid	de details ab	oout th	e affected person below and	attach your written		
Surname			Given nar	nes				
Postal address			•					
Suburb		9	State		Postcode			
Phone		Mobile			'			
Email address			•					
Your relationship to the affected person								
<del>,</del>								
2. Previous com	plaint							
Have you raised this complaint with Noosa Shire Council before?								
If yes, who did you speak with or write to and when? Please include dates and attach any supporting documentation.								
What was the ou previous complai	1 - 10	☐ I have not heard back yet						
1.	· was c	☐ I was advised they could not deal with my complaint						
(Tick all outcomes that apply)				·				
	☐ I have not got a final outcome yet							
	☐ I have attended mediation/conciliation ☐ I was not satisfied with the outcome							
Other – Please specify:								





## 3. Details of your privacy complaint

Please tell us what happened and detail how Noosa Council has breached your privacy, including:

- Dates of each event (as exact as possible)
- When and where did the event or incident occur?
- Who said what and who did what?
- What action or decision by Council brought about the privacy complaint?

Please attach extra pages if y	ou need them to v	vour form.
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## 4. What to do with this form

Please **SAVE** this form so you do not lose your information.

Please send the completed form and any supporting documentation to:

**Email:** governance@noosa.qld.gov.au

Post: PO Box 141, TEWANTIN QLD 4565

In Person: Customer Service, Noosa Shire Council, 9 Pelican Street, TEWANTIN QLD 4565

## 5. What to expect

Council takes privacy complaints seriously. A Noosa Council Officer will contact you and provide you with an acknowledgement of Council's receipt of your complaint within three business days. You will be kept informed of the progress and outcome of the complaints process.

## **Privacy Collection Notice**

Council is collecting your personal information to process your privacy complaint and for remaining in contact with you. Council will only use the personal information collected for one of these purposes. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Your personal information will not be disclosed to any other party unless permitted or required by law. Council handles your personal information in accordance with the *Information Privacy Act 2009*.