

SprintQuip Pty Limited (SprintQuip)

REQUEST FOR PERSONAL INFORMATION

Under the Privacy and Personal Information Protection Act 1998 (NSW)

Australian Privacy Principle 12

The following form should be used to make an enquiry to access your personal information.

To protect your privacy, your request for access must be made in writing, either by using this form, or by sending a formal written request containing the following information:

- Details of the information you are requesting access to
- Proof of your identity
- A statement that you are applying for access under the Privacy and Personal Information Protection Act 1998 (NSW)
- Contact information

You will be asked to provide identification when lodging this application. If posting your application, please attach a certified copy (either scan or original) of your Passport, Driver's Licence or Learner's Permit. This is to ensure that SprintQuip is satisfied as to your identity.

If choosing to submit your request by completing this form, please return the completed form to the address outlined below. We will then:

- confirm receipt of your Request Form
- collate requested information
- forward your information to you (pending identity confirmation) or contact you and make personal arrangements for you to view your information

APPLICATION FOR PERSONAL INFORMATION

Under the Privacy and Personal Information Protection Act 1998 (NSW)

1. APPLICANT DETAILS

Mr/Mrs/Miss/Ms/Other

Name: _____

Surname: _____

Given Names: _____

Address: _____

Contact Information:

Phone: Work: _____ Home: _____ Mobile: _____

Email: _____

Please circle your preferred method of contact: Phone Mail Email

2. INFORMATION REQUEST

I would like to access the following information: (Please provide sufficient details about the information you are requesting to enable SprintQuip to identify the information - e.g. dates, location, subject matter etc. If the space below is insufficient, please attach a separate sheet.)

Please indicate your preference:

I want to inspect the document (s):

I want a copy of the document (s):

3. IDENTIFICATION

In addressing your request, SprintQuip must be satisfied as to your identity. Prior to finalising this application, please attach relevant certified photo identification sufficient to identify you.

You may be requested to attend our offices to confirm your identification prior to release of the information requested. In such cases you will need to produce your nominated photo identification.

Failure to supply identification may cause delays in providing you with the personal information requested.

4. FEES AND CHARGES

SprintQuip reserves the right to charge a reasonable fee to cover the costs of verifying the request and locating, retrieving, reviewing and copying any material requested.

SprintQuip will advise you of the likely cost in advance.

5. DECLARATION

Declaration

I understand that before I obtain access to the information I may be required to pay costs in relation to the inspection of information, and that I will be supplied with a statement of fees if applicable.

I certify that the information supplied by me concerning this application is complete and true to the best of my knowledge. I have provided sufficient information to support confirmation of my identity.

I have included with this application a certified copy of the following:

Passport: Driver's License: Other (please specify): _____

Name: _____

Signature: _____

Date: _____

The Information Act requires you to supply your name and address for correspondence. SprintQuip may also collect other personal information in this application for the purpose of responding to your request. The information may be disclosed to other agencies where a review or complaint arises from the application, where another agency is required to deal with the

application, or where disclosure is required by law. The application may be delayed if you do not provide detailed information in full.

6. HOW TO LODGE

This application can be posted or emailed to the following address:

Information Request Division
SprintQuip Pty Limited
109B Vanessa Street,
Kingsgrove NSW 2208
informationrequest@sprintquip.com.au

7. APPLICATION RESPONSE

SprintQuip will respond to your application within 30 days of receipt.

Our response may:

- provide access in whole or part;
- provide edited copies;
- defer access;
- refuse access because the information is exempt under the Act;
- refuse access because providing access would unreasonably interfere with operations;
- require more time to make a decision;
- state that the information cannot be found or identified;
- state that the information is not held by SprintQuip.

8. ASSISTANCE

If you require assistance with completing this application, please contact
informationrequest@sprintquip.com.au

9. EXEMPTIONS

SprintQuip is not required to provide access to personal information classified as exempt under Schedule 2 (Information Privacy Principle 6) of the Act.