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| Use this form if you want to apply for a review of a decision or if you have been refused access to records or correction of personal information held by Charles Darwin University. This application form can be lodged in person, via email privacy@cdu.edu.au, or by mail to Privacy Officer, Charles Darwin University, Orange 12, Ellengowan Drive, Darwin NT 0909.  |
| Please use BLOCK letters and write clearly |
| **Title: [ ]  Miss [ ]  Ms [ ]  Mrs [ ]  Mr [ ]  Dr [ ]  Professor** [ ]  **Other**       |
| **First Name:**       |
| **Family Name:**       |
| **Phone:**       |
| **Email:**       |
| **Postal Address:**       |
| **Details of Initial Application:****Initial reference number:**      **Person who made the decision:**      **Date of decision:**       Note: Your application may be refused if it is over 30 days since you were notified of the decision. |
| **Review of Decision on Access**I am aggrieved by the decision and therefore seek a review of the following aspects of the decision:**[ ]** Refused access to all of the information.**[ ]** Refused access to part of the information.**[ ]** Information cannot be found, identified or does not exist.**[ ]** Extending the time for the University to make a decision.**[ ]** Information is not held by the University.**[ ]** Information is about third parties. |
| **Review of Decision on Correction**I am aggrieved by the decision and therefore seek a review of the following aspects of the decision:**[ ]** Request to correct personal information has been refused.**[ ]** Correction to my personal information is different from the one specified in my initial application.**[ ]** Not all reasonable steps were taken to associate with my personal information, a statement from me that in my opinion the personal information held by the University is inaccurate, incomplete or out of date. |
| **Review of Decision on Fees** I am aggrieved by the decision and therefore seek a review of the following aspects of the decision:**[ ]** Charged excessively on an application to access government information.**[ ]** Should not have been charged a processing fee for an application to access University information.**[ ]** Should not have been charged a processing fee for an application to access personal information. |
| Other reason/s for review:      |
| **Identification:** (please tick relevant box)The University requires proof of your identity. If you are applying in person you will need to produce a form of identification for verification. If you are applying by post or email, you will need to attach a certified and dated copy of your identification document to this application form.**[ ]** I have attached a certified and dated copy of my identification. |
| **Declaration**I (applicant’s full name)      declare that all the information supplied by me concerning this application is complete and correct. I accept that the information provided by me in this application may also be disclosed to other persons and/or bodies where such disclosure is required by law, or where the University considers these other person/bodies to have legitimate interest in receiving it, and I consent to such disclosure.  |
| Applicant’s signature |  | Date       |
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| **Privacy**The NT Information Act 2002 requires you to supply your name and address for correspondence, as well as sufficient details to identify the information you want. Additional contact details will assist the University to process your application. Some personal information may have to be disclosed to other people in order to satisfy consultation requirements under the Act and make an informed decision on your application. If you want to discuss privacy issues, you may contact the Privacy Officer at privacy@cdu.edu.au. |
| **More information**For more information about a review of a decision contact the University’s Privacy Officer privacy@cdu.edu.au or the NT Information Commissioner infocomm@nt.gov.au. |
| **Office Use**  |
| Reference number |  | Date application received |  |
| Identification | [ ]  Yes [ ]  No  | [ ]  Identity known | [ ]  Driver’s licence | [ ]  Passport |
| Other attachments |  |
| Name |  | Signature |  |
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