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| Use this form if you want to apply to correct personal information about you held by Charles Darwin University. This application form can be lodged in person, via email [privacy@cdu.edu.au](mailto: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:** | | | | | | | | | |
| **Name of College/Department within the University that holds the information you want to correct:** | | | | | | | | | |
| **Describe the record/s that contains the information you want to correct:** Please provide as much detail as possible e.g., is it a letter, record, report – what is the date of the record, who is the author to whom is it was addressed, and where did you get the record from? If you have a copy, please attach. | | | | | | | | | |
| **What personal information do you want corrected?** | | | | | | | | | |
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| **Where is it in the record?** | | | | | | | | | |
| **What correction/s do you want to make to the record?** | | | | | | | | | |
| **Why is the personal information inaccurate, incomplete or out of date?** | | | | | | | | | |
| **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 | | | | | | | | | |
| Applicant’s signature | |  | | | | | | Date | |
|  | |  | | | | | |  |  |
| **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](mailto:privacy@cdu.edu.au). | | | | | | | | | |
| **More information**  For more information about correcting your personal information under the NT Information Act 2002 or the Privacy Act 1988 (Cth), contact the University’s Privacy Officer [privacy@cdu.edu.au](mailto:privacy@cdu.edu.au) or the NT Information Commissioner [infocomm@nt.gov.au](mailto: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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