



PRIVACY COMPLAINT FORM

Document Reference No: CMA 191 FORM

This form is to assist you in making a complaint about the handling of your personal information by the Mallee Catchment Management Authority or a contracted service provider of the Authority under the *Privacy and Data Protection Act 2014*

Please note, use of this form is optional, however, to assist our privacy staff, it is important that you include all the required information in a legible letter. If more space is required, please attach additional pages.

Your details

Name			
Address			
Town		Postcode	
Phone		Email	

Please advise our office as soon as possible if any of your contact details change

Your complaint

You may only complain about the mishandling of your own personal information; not about anyone else's information. Parents of minors, legal guardians and those with a legal authority may complain on behalf of their children or wards etc. If you are complaining on behalf of someone else, please provide proof of your authority to do so.

I am complaining about:

Mallee CMA business unit			
Other Organisation			
Individual(s)			
Address			
Town		Postcode	

How do you believe your privacy has been breached?

Please provide a description of what happened, where it happened and who did it.

How has this affected you?

Have you taken this complaint to any other organisation? If so, please provide details

Additional information

Please provide us **copies** (not the original) of any documents that may help us to investigate your complaint (for example, any correspondence or records of conversations you have had with Authority staff or contracted service providers).

Please sign and date this form and return to Mallee CMA at the address below

Signature

Date

Return to Mallee CMA

Please return the completed form and any additional documentation by post, email, or fax to:

Chief Finance Officer
Mallee Catchment Management Authority
PO Box 5017
MILDURA VICTORIA 3502
Telephone: (03) 5051 4377
Fax: (03) 5051 4379
Email: meagan.crozier@malleecma.com.au

Collection Statement: Mallee CMA will use the information you provide to conciliate and investigate your privacy complaint. We may disclose the information you give us to the individuals named in the complaint and, if necessary, to others who have information relevant to your complaint.

Should the complaint be referred to the Commissioner for Privacy and Data Protection, we may need to disclose some information to the Office of the Commissioner and/or the Victorian Civil and Administrative Tribunal. You may gain access to your privacy complaint information by contacting the Mallee CMA Chief Finance Officer at the details above.

File Action: *Relevant Complaint folder*