

Personal Information Protection Act 2004
Request for Correction of Personal Information



APPLICANT'S DETAILS			
Name:	(Include previous names known by, e.g., maiden name)		Title: (If applicable) (e.g., Mrs, Miss, Mr)
Postal Address:			
Date of Birth:			
Daytime contact information			
Telephone:	Business:	Home:	Mobile:
Email:			
<p>In seeking correction of your own personal information, you must provide proof of identity in the form of the following (Please tick and provide copy of the evidence).</p> <p><input type="checkbox"/> Driver's license</p> <p><input type="checkbox"/> Passport</p> <p><input type="checkbox"/> Birth certificate</p> <p><input type="checkbox"/> Other (please specify)</p>			
DETAILS OF REQUEST			
<p>Details of request: Please write the information you are wanting correct or update with Tasmanian Assessment, Standards and Certification</p> <p>(Please clearly state the reasons why you consider your personal information requires correcting or updating)</p>			

Signature and declaration:	
I declare that the information I have provided on this form is true and correct	
Applicant's Signature:	Date:

Application for Request to Correct or Update Personal Information

A completed application is to be sent to Tasmanian Assessment, Standards and Certification (TASC) via:

- email: enquiries@tasc.tas.gov.au or
- post: GPO Box 333, Hobart TAS 7001.

Information about requests to correct or update personal information

- Under the [Personal Information Protection Act 2004](#) you can request your personal information held by TASC that you consider incorrect, incomplete, out-of-date, or misleading, be corrected or updated by completing an application.
- There is no application fee for requesting your personal information be corrected or updated.
- TASC's *Personal Information Protection Policy* is available on the TASC website.
- You must provide enough detail on your application, and proof of identity, for TASC to consider your request.
- TASC acknowledges that some personal information may no longer be held, eg. Records disposed of under legislation, records destroyed by natural disaster, etc.
- If you are unsatisfied with the handling or outcome of your request, you can lodge a further request in writing to TASC (same contact options outlined above).
- If you remain unsatisfied with TASC's handling or outcome of your request, you can contact the Ombudsman Tasmania:
 - telephone: 1800 001 170 (free call from a landline nationally); or
 - email: ombudsman@ombudsman.tas.gov.au; or
 - post: Ombudsman Tasmania, GPO Box 960, Hobart TAS 7001.

Application for Request for Release of Personal Information

If you would like to request access to your personal information held by TASC please complete the application form *Request for Release of Personal Information* located on the TASC website.