



Privacy Complaint Form

This form is to assist you in making a privacy complaint about the handling of your personal information under the *Privacy and Data Protection Act 2014* of Australia.

Complaints can be made by an individual whose own information has been collected or handled by Access Analytic Solutions Pty Ltd ("Access Analytic") or its service providers.

Complaints can also be made by an authorised representative of the individual (such as a parent of a child under 18 years). Complaints on behalf of other individuals require proof of authority to do so.

It is important that you include all relevant or background information in a legible manner. If more space is required, please attach additional pages to this form.

This form must be completed in English.

Your details

Title	First Name	Surname
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Preferred mode of contact for written correspondence (tick one of the following options):

☐ Postal Address:

Postal Address

Postcode:

☐ Email:

E-mail address

Collection notice

The information you provide on this form will be used to investigate and attempt to resolve your privacy complaint against Access Analytic. The information you provide may also be disclosed to individuals within Access Analytic that are likely to have relevant information, so that it can be investigated fully and fairly. Access Analytic may also disclose details of your complaint to other investigative bodies where this is authorised or required by law, in the particular circumstances.

In the event your complaint remains unresolved following investigation by Access Analytic, and you lodge a formal complaint with the Privacy and Data Protection Commissioner, Access Analytic will disclose information to that organisation, respectfully.

De-identified complaint information may be used for business improvement processes.

Your complaint

Please describe the nature of your complaint

What involvement have you had with Access Analytic?

How do you believe your privacy has been breached?

When did you become aware of this issue?

What outcome are you seeking?

Signature

Date

Please post this form to

OR

E-mail this form to

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Access Analytic Solutions
Suite 143, 580 Hay St
Perth WA 6000
Australia

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