

## **East Gippsland Region Water Corporation Privacy Complaint Form**

This form is to assist you in making a complaint about the handling of your personal information by East Gippsland Region Water Corporation under relevant privacy legislation.

**You may only complain about the mishandling of your own personal information, not about anyone else's information.**

**(NB parents of minors, legal guardians and those with a legal authority may complain on behalf of their children or wards etc.)**

Use of this form is optional and designed to be completed electronically. To assist our Privacy Officer, it is important that you include all the required information in a legible manner. If more space is required, please attach additional pages.

Your name: Mr/Mrs/Miss/Ms

Address:

Postcode:

Email:

Contact phone number during business hours: (       )

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

### **I am complaining about**

Organisation/contractor:

Individual(s) involved (if known)

Address:

Postcode

### **How do you believe your privacy has been breached?**

Please give a brief description of the events which you allege were an interference with your privacy. We need to know what happened, where it happened and who did it.

### **How has this affected you?**

### **Complaints to other organisations**

Have you taken this complaint to another organisation?

If Yes, please provide details.

Please give 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 East Gippsland Region Water Corporation staff or contracted service providers).

**Signature**

**Date:**

When you have completed this form please return it by post or email to:

**Privacy Officer, East Gippsland Region Water Corporation, PO Box 52, Bairnsdale 3875**

**Telephone: 5150 4444, Email: [privacy@egwater.vic.gov.au](mailto:privacy@egwater.vic.gov.au)**

Collection Statement: We 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 or the Office of the Victorian Information Commissioner (OVIC), or the Victorian Civil and Administrative Tribunal (VCAT).