

## Personal Information Request Form

To request access to or to make any updates to your personal information as a Mission Australian tenant, please fill out this form and return it to your local Housing office. You can also email the form to [privacy@missionaustralia.com.au](mailto:privacy@missionaustralia.com.au) or post to: **Mission Australia Chief Privacy Officer GPO Box 3515, Sydney NSW 2001.**

Mission Australia Housing will respond to your request within 30 days. We may request proof of identity for verification purposes before completing your request.

YOUR DETAILS			
First Name			
Surname			
Address			
Date of birth		Mobile	
Phone number		Email	
<b>Signature</b>		Date	

**To assist our team, please provide details regarding the correction of personal information** (e.g. inaccurate or out of date information) and/ or any specific personal information you would like to request.

Mission Australia Housing will not charge you for making a request to access your personal information. However, in some cases there may be a charge to cover the time we spend locating and compiling the information you ask for. If there is a charge we will give you an estimate up-front and confirm you'd like to proceed. In certain circumstances, we are permitted by law to deny or limit the access we provide. If we do deny or limit access, we will contact you and let you know why.

If you have any questions about this form or how Mission Australia Housing handles your personal information, please visit [www.missionaustralia.com.au/privacy-statement](http://www.missionaustralia.com.au/privacy-statement)

OFFICE USE ONLY			
Name of receiving staff		Signature/ Date	
Approved by		Signature/ Date	