

Application for Amendment of Personal Information

Freedom of Information Act, 1992 (FOI Act) (s.46)

1. Applicant Details

Surname:..... Given Names:.....

Australian postal address:

..... State: Post Code:

Contact phone number: Email:.....

2. Amendment of Personal Information

In accordance with section 46 of the FOI Act, I seek amendment of personal information held by Edith Cowan University (ECU).

I claim that the document/s described below, contain personal information relating to me that is: *(Please tick)*

- Inaccurate
- Incomplete
- out of date
- misleading

A description of the document/s that contain this information is:

.....

.....

.....

.....

NOTE: Please note that an amendment to personal information relates to information that is contained in specific documents, not information at large.

The information I believe is inaccurate, incomplete, and out of date or misleading is:

.....

.....

.....

.....

The reason why I hold this belief is:

.....

.....

.....

.....

The details of the amendment I wish to make is:

.....
.....
.....
.....

Please attach any supporting documentation (copy is sufficient) that would assist in your claim.

(If there is insufficient space on this form, please attach separate sheets.)

In accordance with section 49(1) of the FOI Act, ECU will advise you of its decision within 30 days of receipt of this application.

APPLICANT’S SIGNATURE **DATE:**

3. Notes

- Please provide sufficient information to enable the correct document(s) to be identified. Details can be provided on a separate sheet if necessary;
- The University may request proof of your identity;
- Your application will be dealt with as soon as practicable (and in any case within 30 days) after it is received;
- Further information can be obtained from the FOI Coordinator on 6304 2453, or via our website: <http://www.ecu.edu.au/centres/office-of-governance-services/our-services/freedom-of-information> or from the Office of the Information Commissioner: <http://www.foi.wa.gov.au>.

4. Fees and charges

There is no fee or charges for the lodgement or processing of this application.

5. Lodgement and payment of applications

Applications may be lodged:

By Post:

FOI Coordinator
Office of Governance Services
Edith Cowan University
270 Joondalup Drive
JOONDALUP WA 6027

By Facsimile: (61 8) 6304 2661

By email: j.tracey@ecu.edu.au

OFFICE USE ONLY

Received on: / /

Proof of Identity (if applicable) Type:

Sighted by: