



PRIVACY COMPLAINTS FORM

FORM 253

Date stamp

Part 1 Complainant Details

A 'Privacy Complaint' is defined by the WA Office of the Information Commissioner as a formal expression of dissatisfaction made by an individual, or group of individuals, who believe an agency has mishandled their personal information and failed to comply with their privacy obligations.

This form is provided to assist you in making a complaint about an act or practice of the Shire of Dardanup (or one of its contracted service providers) where it has:

- Collected, used, or disclosed of your personal information improperly
- Not taken adequate measures to protect your personal information from unauthorised access, misuse or loss.
- Denied you access to your personal information held by the Shire, or denied you the opportunity to correct inaccurate personal information.
- Interfered with your privacy through an act or practice that is inconsistent with the Shire's Privacy Policy or *Privacy and Responsible Information Sharing Act 2024*.

In order to ensure the privacy of all individuals involved with this complaint, the Shire of Dardanup is only able to accept complaints made by the affected individual, or an authorised representative. If you are seeking to make a privacy complaint on someone's behalf, please include a proof of authority with this complaint form.

Complainant Name

Date of Birth

Address

Email

Phone

If submitting a complaint on someone's behalf, please include your name and relationship to that person

Note: Anonymous complaints will be accepted and handled in a similar manner to any other privacy complaint. However, the Shire of Dardanup will not be able to provide you with a response or advise of any outcome if you do not provide any contact information.

Part 2 Details of Alleged Privacy Breach

(Please provide sufficient detail to enable the Shire of Dardanup to investigate your complaint – e.g. what happened, what personal information was affected, who was involved, when did it happen, what 'Information Privacy Principles' do you believe have been breached, how has this impacted you)

Please attach copies of any documents you feel may assist the Shire of Dardanup in assessing and investigating your privacy complaint.

What outcome are you seeking?

Complainant's Signature

Date

How to Lodge

This form can be lodged via email to records@dardanup.wa.gov.au , or in person or via mail to:
Privacy Officer
Shire of Dardanup
PO Box 7061
EATON WA 6232