

# Request for Access to Personal Information

## CP 2.7 (c)

This form has been prepared to assist you in applying for access to personal information about you held by Cara. Your information is treated confidentially and held in compliance with the Privacy Act (as amended 2012), Information Sharing Guidelines for promoting safety and wellbeing SA (2013) and Cara's Privacy Policy.

Note that that you can only apply for access to your own personal information. You can only request access on behalf of another person if you are the parent of a minor, an adult's legal guardian or have the appropriate legal authority. If you are requesting access on behalf of another person, you must provide proof of your authority to do so.

### Your Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I would prefer to receive the requested information by (please select one):

Post to the postal address above

Email to the email address above

### Request for Access

Information requested: \_\_\_\_\_

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*(Provide as much detail as possible about the type of personal information that you believe we hold about you, including the date on which we may have collected the information.)*

Please allow 14 days for your request to be processed. If the information is required urgently, please specify the date by which it is required and the circumstances of the urgency.

### Proof of Identity

Before we can give you access to any personal information, we must be satisfied of your identity. Please provide evidence, such as a driver's licence or passport. If you are collecting this information on behalf of someone else, please provide written evidence that you are authorised to collect the information on their behalf.

I have included my government-issued ID, plus authorisation if relevant

### Confirmation

I confirm that this application relates to personal information about me (or about a person that has authorised me to make this application on their behalf).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Return to Cara

When you have completed this form please return it by mail, email, or fax to:

Privacy Officer  
Cara  
PO Box 237, Woodville SA 5011

Fax: 08 8347 4508

Email: [contact@cara.org.au](mailto:contact@cara.org.au)

#### **PRIVACY OFFICER USE ONLY**

Please ensure that you have sighted the applicant's ID (and authorisation if relevant)

Approved by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_