

Access or amend personal information



Use this form to request access to or amendment of any personal information the State Library holds about you.

Note: Personal or health information contained in a document kept in the State Library for the purpose of reference, study or exhibition or held in a 'publicly available publication' is exempt from the definition of personal information in NSW privacy legislation.

We will collect your personal information on this form so that we can process your request to access or amend your personal information. Documentation relating to requests will be retained as per retention requirements under the *State Records Act 1998* (NSW).

Our Privacy Contact Officer will process your request. This may involve liaising with other divisions of the Library which hold your personal information.

For an amendment request, we might need to ask you to provide further evidence, such as a statutory declaration.

A. APPLICANT'S DETAILS:		
Full name:		
Address:		
		Postcode:
Email:		Telephone:
Library Card Number: (if applicable)		
B. REQUEST:		
<input type="checkbox"/> access my personal information <input type="checkbox"/> amend my personal information		
The records I want to access / amend are:		
<input type="checkbox"/> Please let me know if there will be any fees before you proceed.		
C. FOR AN AMENDMENT REQUEST ONLY:		
I believe the current records should be amended because:		
D. PROOF OF IDENTITY:		
To protect privacy we will not accept a request for access or amendment without proof of your identification. Please attach a copy (do NOT send originals) of one of the following:		
<input type="checkbox"/> current passport <input type="checkbox"/> current driver's licence <input type="checkbox"/> current pension card		
<input type="checkbox"/> other proof of signature and address details (specify)		
Signature:		Date: / /
Post, email or deliver this form to: Privacy Contact Officer, State Library of NSW, Macquarie St Sydney 2000 Email: privacy@sl.nsw.gov.au		
Administrative use only:	Date received:	File number:

What are my privacy rights?

Like all NSW public sector agencies, the State Library is bound to comply with two Acts which protect your privacy:

- The *Privacy and Personal Information Protection Act 1998* (NSW)
- The *Health Records and Information Privacy Act 2002* (NSW)

These laws establish a number of privacy principles, which we must follow.

These include giving you a right to access your personal information, and correct it if necessary.

What kinds of personal information does the Library hold?

The State Library undertakes a diverse range of functions, and as a collecting institution holds a wide range of information.

We hold personal information about our clients, such as client registration records, research and information requests, appreciations and complaints.

We hold personal information about our employees, such as recruitment records, leave and payroll data, learning and development records.

We hold personal information about other people, such as attendance lists for people attending Library functions and events, contractor, consultant and volunteer information.

How can I find out if the Library holds personal information about me?

Contact our Privacy Contact Officer to assist you to find out.

How can I access the information the Library holds about me?

You can ask to access (see or copy) any personal information the Library holds about you.

There is no fee to lodge your request for access. But we can charge reasonable fees for copying or inspection.

Use this form to make your request.

Can I have my personal information amended?

You can apply to have your personal information amended. We will amend the information if we agree with you that the information needs changing, to ensure it is accurate, relevant, up to date, complete and not misleading.

If we don't believe the information needs changing, we will instead allow you to add a statement to our records.

There is no fee to lodge your request for amendment, but we can charge reasonable fees for making an amendment.

Use this form to make your request.

Are there any exemptions?

Yes. There are some grounds on which we can refuse to give you access to your personal information, or to amend it. They include things like if a document is confidential because of legal professional privilege.

What if the Library doesn't do what I ask?

If we:

- don't let you see your personal information, or
- refuse to amend your personal information

you can make a privacy complaint.

For more information contact our Privacy Contact Officer by:

phone: (02) 9273 1796

fax: (02) 9273 1255

email: privacy@sl.nsw.gov.au

or write to:

Privacy Contact Officer
State Library of NSW
Macquarie St
Sydney NSW 2000

or see our website www.sl.nsw.gov.au/