

# REQUEST FOR PERSONAL INFORMATION



This form must be completed by the individual or legal guardian requesting access to their personal information held by YMCA Whittlesea.

**Date of Request:** \_\_\_\_\_ **Applicant name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Details of request to view personal information. Please specify which document(s) you wish to view:**

**Please outline your reason for requesting to view this information:**

**Signature of applicant:** \_\_\_\_\_

YMCA Whittlesea will respond to your request within 30 days. If your application is approved, you will be provided with an opportunity to view the documents without leaving the premises of the site/service. There is no charge for lodging this request.

### Privacy Statement

YMCA Whittlesea acknowledges and respects the privacy of individuals. The information being collected on this form is for the purpose of processing your request.

**YMCA Whittlesea**

SUITE 25, FIRST FLOOR

797 PLENTY ROAD

SOUTH MORANG 3752

PH. +61 3 9407 6200

whittlesea@ymca.org.au

www.whittlesea.ymca.org.au

Version 1  
Created: 28/03/2018