

# PERSONAL INFORMATION REQUEST FORM

We respect your privacy and are committed to protecting it. Under the Privacy Act and Australian Privacy Principles, you may request access to your personal information held by us. To request access to your personal information, you need to complete this form, providing:

- sufficient identifying details; and
- **a copy of your driver's licence (or another government identification document)**

so that we can be sure we are releasing your personal information to the correct person.

If you have any questions about this, please contact our Resolutions Team – contact details below.

The information we collect in this form will be used to consider your request for access to the personal information we hold about you. It may also be used to update your contact details in our records.

PLEASE NOTE: should your personal information access request be granted, you acknowledge and understand that:-

- the information provided by us may contain personal information of employees of Brookmost Pty Ltd; and
- the employee has consented to the release of their personal information on the following basis:
  - the disclosure of their personal information is personal, and made only to you;
  - that you agree to keep secret and to protect and preserve their personal information;
  - that you do not disclose their personal information;
  - that you take reasonable step to maintain the employee's privacy; and
  - that if you breach the employee's privacy:-
    - you shall immediately notify the employee, or its agent, in writing and indemnify the employee for all loss and damage howsoever caused by such breach; and
    - such breach, may cause the employee irreparable damage for which monetary compensation would not be an adequate remedy, and in addition to any other remedies that may be available, the employee, or its agent, may seek and obtain injunctive relief against such a breach or threaten breach.

Our full Privacy Collection Notice and Privacy Policy are available on our website.

**Your personal details:**

|   |  |
|---|--|
| Full name:  |  |
| Previous name(s): (if applicable)                         |  |
| Current address:  |  |
| Postal address:   |  |
| Email address:  |  |
| Previous address: (if you have moved in the last 5 years) |  |
| Date of birth:  |  |
| Drivers licence number:                                   |  |
| Daytime contact phone number:                             |  |

Details of your matters with us:

|   |  |
|---|--|
| Our reference numbers:                                |  |
| Type of matter with us: (eg. credit card, rates etc.) |  |

Your access request:

|  |               |
|--|---------------|
| Information requested:                               |               |
| Manner of providing information: (please circle one) | Email<br>Post |

Please provide access to my personal information in accordance with this completed form.

|            |  |
|------------|--|
| Signature: |  |
| Date:      |  |

Please return this completed form along with a **copy of your driver's license (or another government identification document)** to:

**Email:** [enquiries@brookmost.com.au](mailto:enquiries@brookmost.com.au)  
**Phone:** 03 9793 3000  
**Fax:** 03 9793 3399  
**Mail:** Resolutions Team, Brookmost Pty Ltd  
 PO Box 183  
 Dandenong VIC 3175