



Privacy Complaint Form

This form is provided to assist you in making a privacy complaint about an act or practice of the Department of Employment and Workplace Relations (the department) or one of its contracted service providers that is in breach of the department's or a contracted service provider's obligations under the Privacy Act.

For the protection of everyone's privacy the department only accepts complaints made by the relevant individual, or an authorised representative of the individual, alleging that their privacy has been breached. As such, if you wish to make a privacy complaint on someone's behalf, please provide proof of authority to do so.

Complainant details

| | |
|---|--|
| Name | |
| Date of birth | |
| Address | |
| | |
| Phone | |
| Email | |
| Identifier (e.g. JSID, CRN, USI) | |
| If you are complaining on behalf of someone else please include your name and details of your relationship to that person below: | |
| | |

NOTE: please submit proof of your authorisation with this form (e.g. written authorisation by the individual)

How do you believe your privacy has been breached?

(Please provide sufficient detail to enable the department to appropriately investigate your complaint, e.g. what happened, when did it happen or come to your attention, where did it happen, who was involved, what Australian Privacy Principles (APPs) do you believe have been breached?)

What impact has this had?

What outcome are you seeking?

| |
|--|
| |
|--|

Documents

Please attach copies of any documents you consider may assist the department assess your privacy complaint.

| | | | |
|--|--|-------------|--|
| Complainant's signature [electronic signature is sufficient] | | Date | |
|--|--|-------------|--|

Lodgement

Mail:

Privacy Officer
Legal and Assurance
Department of Employment and Workplace Relations
Location Code: C12MT1EMP - LEGAL
GPO Box 9828
Canberra ACT 2601

Email:

privacy@dewr.gov.au

Privacy statement

The personal information collected from you on this form is collected by the Department of Employment and Workplace Relations (the department) for the purposes of assessing, conciliating and reporting on your privacy complaint. The department may collect information about you from other individuals or organisations involved in the complaint for the above purposes.

The department may disclose the information you give us to the individuals or organisations named in the privacy complaint and, if necessary, to others who have information relevant to your complaint. In case of a challenge to the department's conduct connected with your privacy complaint, the department may need to disclose some of your personal information to a review body, for example, the Office of the Australian Information Commissioner or other court or tribunal. The department is not likely to disclose your personal information to any overseas recipients unless your complaint relates to a contracted service provider of the department located overseas.

You are not required to provide the department with your contact details and may make a privacy complaint anonymously. However, if you do not provide your contact details, the department may not be able to properly assess your complaint or inform you of the action, if any, taken in response to your complaint.

The department's Privacy Policy contains information about how you may access to, or seek correction of, your personal information held by the department. This Privacy Policy also contains information on how you can complain about a breach of the Australian Privacy Principles (APPs) and how the department will deal with such a complaint. A copy of the department's Privacy Policy can be found at <https://www.dewr.gov.au/using-site/privacy> or by emailing privacy@dewr.gov.au.