



Application for Changes to be made to Personal Information

You can request to changes to be made to personal information about you under s15 of the *Privacy and Personal Information Protection Act 1998* (NSW) (PPIPA) and s27 of the *Health Records and Information Privacy Act 2001* (HRIPA) to ensure it is relevant, up to date, complete and accurate without unreasonable delay or expense.

Changes include corrections, deletions or additions to your personal information.

Where possible changes should be made directly where access is permitted, for example, students can update their information collected as part of the admission and enrolment process via eStudent, or by contacting Ask MQ. Staff can contact HR to correct or update some of their information in HROnline. Patients can contact the University Hospital's Health Information Services to correct or update their information in TrakCare.

Where changes to information are required that are unable to follow the above process, this form should be used. If you need help in filling out this form, please visit the University's privacy pages for more information and contact details (<http://www.mq.edu.au/privacy>).

Once completed, post this form to:
Privacy Officer, Macquarie University NSW 2109, Australia or send by email to privacy@mq.edu.au

Applicant's details

Title	
Surname	
First Name	
Postal Address	
Telephone number	
Email address	
Student / Staff ID	

Consent for access

When seeking access to change personal information, an applicant must provide proof of identity in the form of any one of the following documents:

- Australian driver's licence – with photograph, signature and current address
- Current Australian passport
- Other proof of identity and current address details

Where you are a third party requesting to change personal information regarding another individual, signed consent to request this information is also required in addition to the above identification verification.

Consent attached?

- Yes
 No
 Not applicable – request for own information

Further information

So we can more efficiently direct your query please provide the following information:

Type of information required to be changed:

Relationship to University:

Please detail your request to change personal information about you held by the University:

Applicant's signature:

Date:

Privacy statement: you are not required to provide the information sought on this form, but if you do not provide all the information requested, the University may not be able to process your request. The information on this form will be used by the University's staff in order to process your request and will not be disclosed outside the University without your express consent (except where required or authorised by law). Any enquiries regarding access to, or correction of, your personal information held by the University or privacy complaints should be addressed to the Privacy Officer at privacy@mq.edu.au