

## PRIVACY COMPLAINT FORM

Use this form if you believe the Department of Education has breached your privacy and you want to make a complaint. Before completing this form, access the department's website for information on how the department will manage your complaint. There are also contact details for the IT and Information Services branch whose officers can help you fill out this form.

<b>Complainant details</b>		
Title (please circle): <u>Mr / Mrs / Ms / Miss / other (please specify):</u>		
Name: _____		
Address: _____		
Suburb: _____	State: _____	Postcode: _____
Home phone: _____	Mobile: _____	
Email: _____		

*If you are making this complaint on behalf of someone else please include that person's name and your relationship to that person below:*

Name: _____	Relationship: _____
-------------	---------------------

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

<b>Details of your privacy complaint:</b>		
In what way did the collection or handling of your personal information by the department interfere with your privacy?		
Were any of the Information Privacy Principles, set out in the <i>Information Act</i> , breached?		
Please provide as much detail about your complaint as possible e.g. relevant dates, file references, people involved. (Attach another sheet of paper with more details, if necessary).		
_____		
_____		
_____		
Details continued on a separate sheet? (Please circle)      Yes      No		

<b>Preferred outcome:</b>		
Please indicate what your preferred outcome for the complaint would be. (Attach another sheet of paper with more details, if necessary).		
_____		
_____		
_____		
Details continued on a separate sheet? (Please circle)      Yes      No		

<b>Signature:</b> _____	<b>Date:</b> /    /
-------------------------	---------------------

**Completed privacy complaint forms should be forwarded to:**

**Mail:**

IT and Information Services branch  
Freedom of Information and Privacy Officer  
Department of Education  
GPO Box 4821  
DARWIN NT 0801

**Email:** [detfoi.det@nt.gov.au](mailto:detfoi.det@nt.gov.au)

**Phone:** (08) 8901 4907

**Privacy Statement**

The personal information collected from you on this form is collected by the Department of Education for the purposes of assessing, investigating, 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, such as the Office of the 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 an overseas contracted service provider of the department.

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 investigate 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 your personal information held by the department. The Privacy Complaints Policy contains information on how you can complain about a breach of the Information Privacy Principles (IPPs) and how the department will deal with such a complaint. A copy of the department's Privacy Policy and Privacy Complaints Policy can be found at <https://education.nt.gov.au/policies/complaints>