



## Request for Amendment or Correction of Personal Information

This form should be used when requesting the amendment or correction of personal information that is held by Relationships Australia South Australia, in accordance with Australian Privacy Principle 13 under the Privacy Act 1988 (Cth).

### Requestor Details

<b>Full Name</b>		<b>Date of Birth</b>	
<b>Residential Address</b>			
<b>Postal Address</b>			
<b>Email Address</b>		<b>Phone</b>	

### Details of the Information to be Amended or Corrected

<b>Personal Information to be Amended or Corrected</b>	<b>Details of Record/s that contain this Personal Information</b>	<b>Reason for Request to Amend or Correct</b>
1.		
2.		
3.		
4.		
5.		

#### Address

Level 2  
151B South Terrace  
Adelaide SA 5000

#### Phone

(08) 8216 5200  
(08) 8232 2898 (fax)

#### Visit

[www.rasa.org.au](http://www.rasa.org.au)  
[www.socialrelations.edu.au](http://www.socialrelations.edu.au)



Personal Information to be Amended or Corrected	Details of Record/s that contain this Personal Information	Reason for Request to Amend or Correct
6.		
7.		
8.		
9.		
10.		

### Supporting Documentation (if applicable)

If you have any supporting documents that validate the need for amendment or correction, please **attach** copies of those documents with this request.

### Verification of Identity

To ensure the accuracy and security of the personal information amendment/correction process, please **attach** a copy of a government-issued photo identification (e.g., driver's license, passport).

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## Consent

By signing this form, I acknowledge that I have read and understood Relationships Australia South Australia's Privacy Policy and consent to the collection, use, and disclosure of my personal information for the purpose of processing this request.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please submit this form, along with any supporting documentation and identification, to [inforequests@rasa.org.au](mailto:inforequests@rasa.org.au).

Alternatively, you may provide hard copies of the completed form and attachments at one of our locations, which can be found on our website at [www.rasa.org.au/locations](http://www.rasa.org.au/locations).

We will make every effort to process your request in a timely manner, and we will notify you of the outcome once the necessary steps have been taken.

If you have any questions or concerns regarding this request, please do not hesitate to contact our privacy officer at [inforequests@rasa.org.au](mailto:inforequests@rasa.org.au).

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