

Right to Information Amendment Application Form

Use this form to make an application under the *Right to Information Act 2009* (RTI Act) to amend your personal information held by South Bank Corporation (SBC).

Instructions

1. *Right to amend*

You can apply to amend documents to the extent they contain your personal information. You must have previously accessed the personal information and believe it is inaccurate, incomplete, out of date or misleading.

There is no fee, but you will be required to provide evidence of identity. If applying on someone's behalf, you must provide evidence of authorisation to act and their identity.

A 'document' is broadly defined and includes material with writing or meaningful marks, symbols or figures on it, and any disc, tape or other article from which images, writing or messages can be produced.

An application can be made by a parent to amend their child's personal information, or by an authorised agent representing an applicant.

2. *Valid Application*

Before the RTI application is accepted as valid under the RTI Act, it must:

- be in writing (use this form)
- give sufficient information concerning the document to enable us to identify the document
- give an address to which notices to you may be sent
- evidence of identity (where applying for your own personal information) - - evidence of any person who is authorised to act for a person who is applying for their own personal information
- state the information claimed to be inaccurate, incomplete, out of date or misleading and the respects in which it is inaccurate, incomplete, out of date or misleading state how the information should be amended.

3. **RTI officer assistance**

Contact the SBC RTI Officer for assistance before submitting this application form.

4. **Identity documents**

Valid forms of ID under the RTI Act are documents that could reasonably be accepted as evidence of the person's identity include:

- a passport, a birth certificate, or a relevant authority in the form of a card (or a certified copy)
- an electronic PDF document of a relevant authority created using the approved app under the Transport Planning and Coordination Act 1994
- a digital authority for a relevant authority displayed to the agency under the Transport Planning and Coordination Act 1994, section 29AI(2)
- a statutory declaration from an individual who has known the person for at least one year (declaration template can be downloaded at [Download a statutory declaration form | Your rights, crime and the law | Queensland Government](#)).
- for prisoners only: a copy of a prisoner's identity card that is certified by a Corrective Services officer.

This list is not exhaustive and other documents may also satisfy the requirement to provide evidence of an applicant's identity, such as a Medicare card or citizenship certificate.

Application Form

1. Applicant Details

Applicant or agent name

Contact address

Postal

Email

Phone

2. Individual or agent

Are you seeking to amend information on someone's behalf?

☐

No

☐

Yes (provide authorisation to act on the person's behalf)

Name of person

3. Document/s to be amended

Description of the information

I am requesting the following information be amended:

Document

The information is held in the following document types:

- ☐ Email
- ☐ Video
- ☐ Photograph
- ☐ Paper file
- ☐ Audio file
- ☐ Print out of data from data base
- ☐ Plans
- ☐ Other

Previous access

I have previously had access to these documents.

Date accessed

How access was obtained

Attach a copy of the document to be amended if possible.

Inaccurate, misleading, out of date, incomplete

We ask you to provide information about why you believe the information needs amending and how you would like it amended.

Inaccurate

The information is inaccurate because:

I would like the following amendments to be made:

Misleading

The information is misleading because:

I would like the following amendments to be made:

Outdated

The information is out of date because:

I would like the following amendments to be made:

Incomplete

The information is incomplete because:

I would like the following amendments to be made:

4. Evidence of identity

If you are seeking to amend documents that contain your personal information you must provide evidence of your identity with this application or within 10 business days of making this application in order for your application to be processed.

If you are representing a person seeking to amend document, including a parent of a child, then evidence of both the applicant and agent's identity must be provided.

5. How to submit an RTI Application

By post

Post the application form and certified copies of any required ID documents or authority to act to this address:

South Bank Corporation
PO Box 2001
South Bank QLD 4101, Australia

In person

Contact the RTI officer to arrange an appointment time to deliver the application to SBC's office and discuss any aspects of your application. The RTI officer can verify your identification documents at the time of delivery.

South Bank Corporation
South Bank House
Cnr Ernest & Stanley Street Plaza
South Bank Brisbane, Australia

By email

Email the amendment application form and any relevant identity documents to the SBC's RTI email address:

privacy@south-bank.net.au

6. Declaration

I declare that:

- ☐ The information provided in this form is complete and correct
- ☐ I have read the Collection Notice
- ☐ Where applicable, I have attached documents required for the purpose of this application (e.g. evidence of previous access to the document, evidence of identity, authorisation to act on another person's behalf)
- ☐ If I cannot attach any required copies of documents, I will provide them to the agency within 10 business days of making this application

Name

Date

Collection Notice - South Bank Corporation is collecting your personal information for the purpose of administering your RTI application. This information as well as any other personal information the SBC collects about you during the entire RTI application process, may be used by SBC and possibly disclosed to relevant third parties, as permitted under the RTI Act. We will not use your personal information for any other purpose unless we are authorised or required under an Australian law, or court or tribunal order to do so. Our privacy policy explains how you can access and amend your personal information, how to make a complaint about the way we have handled your personal information, and how your complaint will be handled. If you have questions about how we manage your personal information, contact Privacy Team at privacy@south-bank.net.au