

Personal Information (Request for Access / Request for Correction)

To: Carasun Pty Ltd trading as First Choice Realty NSW (we, us)

When should you use this form?

You can use this form to ask us for personal (including any sensitive) information we hold about you or to ask us to correct personal/sensitive information we hold about you.

Your Details

Title

Mr Mrs Ms Other | _____

*Surname

*Given name(s)

| _____ | _____

(you, your)

Date of birth (only if you have previously supplied this to us)

|__|/____|/____

Current residential address (only if you have previously supplied this to us)

Address

|_____

Suburb

State

Postcode

|_____||_____||_____

Contact Details

*Home phone number

*Mobile number or Work number

|_____||_____

*Email Address

|_____

{* mandatory information}

Access Request

What information do you need?

I need to be given

Important: Please be as specific as possible to help us find the right information. You can only request access to personal/sensitive information we hold about you. If another person is involved, each of you must complete and sign separate access request forms.

Fees may apply

In some circumstances, we may charge a fee for giving you access to the personal/sensitive information we hold about you. We will tell you in advance if there is going to be any fee and how much the fee is likely to be, so you can decide if you want to go ahead.

Correction request

You may ask us to correct personal/sensitive information we hold about you, if you consider the information is inaccurate, out-of-date, incomplete, irrelevant or misleading.

What information do you want corrected?

How do you want that information corrected?

Important: Be as specific as possible to help us find and correct the right information. You can only request us to correct personal/sensitive information we hold about you. If another person is involved, each of you must complete and sign separate correction request forms.

Fees do not apply to correction requests.

When are you likely to hear from us?

Within seven (7) days receipt of this form.

Your declaration and authority

By signing and sending in this form, I declare that I am the individual named in the form:

.....
Signature Date of signature

Sending the form

You can send the form to us by:

- **Email:** george@fcrrsw.com.au
- **Post:** PO Box 7172, Norwest NSW 2153