

# Privacy Request Form:

## Request to access Richmond Wellbeing Records

Please forward to [privacy@rw.org.au](mailto:privacy@rw.org.au)

### Consumer Details:

Name	<input type="text"/>	Date of birth	<input type="text"/>
Postal Address	<input type="text"/>		Postcode <input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

### Details of authorised person

**This section is to be completed if the request is made on behalf of anyone other than the consumer.**

Note: An authorised person is a parent or guardian or a minor; a person appointed by Power of Attorney of Advanced Health Directive; another person authorised by law; a person authorised in writing by the consumer.

### Basis of authorisation

Name	<input type="text"/>	Mobile	<input type="text"/>
Phone	<input type="text"/>	Relationship	<input type="text"/>
Email	<input type="text"/>	Other:	<input type="text"/>
Address	<input type="text"/>	Postcode	<input type="text"/>
		State	<input type="text"/>

Note: If you are seeking to access documents about a person other than yourself, please provide their name, date of birth and their relationship to you in the space below. You will need to provide certified copies of documents linking you to that person to enable you to access the documents, such as birth certificates, death certificates or guardianship/ administration orders.

### Details of Documents

I hereby request a copy of the documents listed below:

Please list below documents/ information required:

Please explain the reason(s) why the documents are required

## Proof of Identity

Richmond wellbeing requires 100 points of identification to process a Privacy Request. Please see the below proof of identity list. If you are unable to provide a primary identification document with your request, please contact [privacy@rw.org.au](mailto:privacy@rw.org.au) for assistance.

ID provided must be certified copies. List of who can certify ID is listed at :

<https://www.commerce.wa.gov.au/consumer-protection/authorised-witnesses>

## Primary Documents

Document Type	Points
Australian Birth Certificate or Birth Card*	70
Australian Passport*	70
Australian Citizenship Certificate*	70
International Passport* (passport must have a current valid Australian visa)	70
Registration of Descent	70

## Supporting Documents

Document Type	Points
Licence or Permit issued under Australia law	40
State or Federal Government Employee Identity	40
Tertiary Education Institution Identity	40
Australian Learner’s Permit	40
Department of Veterans Affairs Card	40
Centrelink or Social Security Card	40
WA Photo Card	40
<u>ImmiCard</u>	40
Dangerous Goods Security Card	40
Working With Children’s Card	40
Consular Photo Identity Card	40
Maritime Security Identification Card	40
Proof of Age Card	25
Medicare Card	25
Council Rates Notice	25
Property Lease/Rental Agreement	25

## Acknowledgment

I am not aware of any legal or other reason which prevents me from making this request nor any other person that I must consult with before I make this request. There are no court orders in existence which limit my rights to access this information.

Full Name:

Date:

Signature:

## Checklist

Have you:

- Attached certified identification?
- Given clear explanation of the documents you are requesting.
- Attached documents to support your application to access information about other people (for example birth certificate or guardianship/ administration order)