

Complete this form to make a formal complaint about a personal information breach of Privacy by Queensland Tertiary Admissions Centre Ltd (QTAC). **Fields marked with an asterisk (*) are mandatory.**

Please provide as much detail as possible to assist us in addressing your concerns. The clearer your explanation is the more easily we will be able to resolve your concerns. If extra space is needed, please attach additional documentation.

Title	First name*	Middle name/s	Surname*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth*	Contact phone number*	Application/Candidate Number*	Email address*
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address* (Information will be mailed to this address)

Please describe how you think your privacy has been interfered with. It will assist us if you can explain:

How was your privacy breached?*

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

When did the breach happen (including dates)?*

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

What personal information of yours was affected?*

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Who breached your privacy? (including names of individuals if known)*

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

How and when did you find out about the breach?*

What action would you like QTAC to take to resolve your complaint?*

Signature*

Date*

Office use Only

	/ /	Date received: / /
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Please provide a photocopy of your driver's licence or other photo identification as proof of identity.*

Once completed:

Mail to: Privacy Officer, PO Box 1331, Milton QLD 4064

What happens next?

QTAC will refer your complaint to the responsible officer at QTAC, who will undertake an internal investigation. QTAC will contact you if we require any additional information. You will be notified of the determination of your complaint in writing as soon as practicable.

If you are not satisfied with our determination, you can contact the responsible officer at QTAC to discuss your concerns or make a further complaint to the Australian Privacy Commissioner via www.oaic.gov.au.