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**Information Privacy Complaint Form**

This form is to assist you in making a complaint about the handling of personal information under the *Privacy and Data Protection Act 2014 (Vic)* by the Trinity College.

The *Privacy and Data Protection Act 2014 (Vic)* states that the person complaining must first complain to the organisation involved (in this case, Trinity College) before a complaint can be made to the Victorian Privacy Commissioner.

Complaints can be made against the following;

* + An agency or organisation handling your information;
	+ A contracted service provider of an Agency

For the protection of everyone’s privacy we can accept only complaints made by the persons involved or an authorised representative. Therefore, if you wish to complain on behalf of another person, please provide proof of authority to do so.

To assist our staff, it is important that all the required information is legible. If more space is required, please attach additional pages. Use of this form, however, is optional.

## Collection Notice

We will use the information you provide on this form to investigate and conciliate your privacy complaint against Trinity College. We will only disclose the information you give us to those areas within council that may have information relevant to your complaint. In the event of a challenge to the decision made by Trinity College, it may be required to disclose this information to the Victorian Privacy Commissioner or a court.

## About You

Name:

Address:

 P/Code

Phone: Business Mobile

Email:

If you are complaining of behalf of someone else;

Name of that person:

What is your relationship to that person?

Please provide proof of your authorisation – ie written authorisation by the individual wishing to make the complaint. Please submit it with this form.

## What / who is your complaint about?

Please provide all the information that you think is relevant to your complaint. I am complaining about the handling of my personal information by:

## Your Complaint

How do you believe that your privacy has been breached?

Please describe briefly how, in your view, your privacy has been breached. What happened, where did it happen, when did it happen, and who did it? Please give us as many details as you can recall.

What impact has this had on you?

What outcome would you like to see from this complaint?

## Documents

Please attach copies (not the originals) of any documents that may help us to investigate your complaint (for example, any correspondence or records of conversations you have had with the area involved). Please submit these with this form.

Please sign and date this form.

Signature Date

## If you have downloaded the form, please post or email your completed form form marked “Private and Confidential” to:

## *Via post to*:

Privacy Officer
Trinity College and Trinity College Foundation,
100 Royal Parade, Parkville, 3052
Telephone: 03-9348 7100
Facsimile: 03-9348 7610

## *Via email to*: privacy@trinity.unimelb.edu.au

**For assistance with this form please contact the Privacy Officer at Trinity College on 03-9348 7100**.