

Privacy Act Complaint Form

Please complete this Complaint Form if you believe your personal and sensitive information is being misused or disclosed inappropriately and forward to the Privacy Officer, Ventia Pty Ltd via email at privacy@ventia.com.au

Your details

Name	Mr/Mrs/Miss/Ms	
Address		
		Postcode
email		
Contact Phone (Business hours)		

If you are an employee of Ventia Pty Ltd or any related body corporate please also advise where you are located.

Company/Division or Support Function/Project	
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Please advise at the above email address if any of your contact details change.

Who are you complaining about?

I am complaining about:		
Name of Company/Division or Support Function/Project:		
Individual(s) involved (if known):		
Address		
		Postcode

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Details of your complaint

How do you believe your privacy has been breached?

Please give a brief description of the events which you allege were an interference with your privacy. We need to know what happened, where it happened and who did it. Please give us all the dates and other details that you can remember.

Have you made a verbal complaint to anyone at Ventia?

If so, please advise their:

Name

Location

Phone Number (if possible)

Please provide any documentation or record of conversations with the above person that may assist with an investigation of your complaint.

Please sign and date this form

Signature

Date:

NB: Please remember to advise us at privacy@ventia.com.au if any of your contact details change from the time you submit this form.