



# ARCHDIOCESE OF WELLINGTON

## Request for Information held by the Archdiocese of Wellington under the Privacy Act 2020

First name/s: \_\_\_\_\_ Family name: \_\_\_\_\_

Also known as (if applicable): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Information is requested about \_\_\_\_\_

from the dates: \_\_\_\_\_ to \_\_\_\_\_ Location: \_\_\_\_\_

### Contact details:

Street Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

### Proof of identity:

Please attach a **certified** copy of your proof of identity eg, passport / driver's licence (circle one option).

**Receiving the information:** Please tick your preference

\*Post

Pick up in person

Email

*\*If you would like the information posted, please include proof of address (eg, a bank statement, utilities bill, council letter etc).*

Signed: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Authorising a representative to act on my behalf:** as proof of identity this person must attach a **certified** copy of passport / driver's licence (circle one)

Full name of Person: .....

Approval of Enquirer (signature): .....

*Any personal information you provide will be used only to process your privacy information request and not for any other purpose. It will be collected and stored in accordance with the Privacy Act 2020 and the Archdiocesan records retention guidelines. While we take reasonable steps to protect personal information, electronic communication cannot be guaranteed as fully secure. You have the right to access and correct the personal information we hold about you. If you have any questions about your personal information, please contact the Archdiocesan Privacy Officer.*

Catholic Archdiocese of Wellington

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