

## REQUEST FOR ADJOINING LANDOWNER/S DETAILS FOR THE PURPOSE OF BUILDING WORK

### APPLICANT DETAILS (property owner or acting agent of owner)

Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Mobile \_\_\_\_\_

#### Owner or acting agent of:

Lot (if known)

No

Street/Road

Suburb/Town

Postcode

Reason for request PROTECTION WORK NOTICE / REPORT AND CONSENT

\*If acting agent, please attach authorisation from owner

### DETAILS REQUESTED (tick required boxes based on you facing the front of your property with the road behind you)

Left Street/Lot Number

Street/Road Name

Right Street/Lot Number:

Street/Road Name

Rear Street/Lot Number:

Street/Road Name

### PREFERRED DELIVERY METHOD (please tick)

Post

Email

I/We declare the information provided to us will be used solely to facilitate a specific building related matter and will not be retained, copied or disseminated for unrelated purposes and will be kept secure. I have been informed of the Information Privacy Act (2000) and the privacy principles as defined in the Act. (The Information Privacy Act (2000) can be viewed at [www.privacy.vic.gov.au](http://www.privacy.vic.gov.au) The Information Privacy Principles can be seen over the page.)

Signed: ..... Date: .....

# Information Privacy Principles

Victoria's Information Privacy Act contains 10 Information Privacy Principles or IPP's This is a short summary of the IPPs.

## **IPP 1 – COLLECTION**

Collect only personal information that is necessary for performance of functions. Advise individuals that they can gain access to personal information.

## **IPP 2 – USE AND DISCLOSURE**

Use and disclose personal information only for the primary purpose for which it was collected or a secondary purpose the person would reasonably expect. Use for secondary purposes should have the consent of the person.

## **IPP 3 – DATA QUALITY**

Make sure personal information is accurate, complete and up to date.

## **IPP 4 – DATA SECURITY**

Take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

## **IPP 5 – OPENNESS**

Document clearly expressed policies on management of personal information and provide the policies to anyone who asks.

## **IPP 6 – ACCESS AND CORRECTION**

Individuals have a right to seek access to their personal information and make corrections. Access and correction will be handled mostly under the Victorian *Freedom of Information Act*.

## **IPP 7 – UNIQUE IDENTIFIERS**

A unique identifier is usually a number assigned to an individual in order to identify the person for the purposes of an organisation's operations. Tax File Numbers and Driver's Licence Numbers are examples. Unique identifiers can facilitate data matching. Data matching can diminish privacy. IPP 7 limits the adoption and sharing of unique identifiers.

## **IPP 8 – ANONYMITY**

Give individuals the option of not identifying themselves when entering transactions with organisations, if that would be lawful and feasible.

## **IPP 9 – TRANSBORDER DATA FLOWS**

Basically, if your personal information travels, your privacy protection should travel with it. Transfer of personal information outside Victoria is restricted. Personal information may be transferred only if the recipient protects privacy under standards similar to Victoria's IPPs.

## **IPP 10 – SENSITIVE INFORMATION**

The law restricts collection of sensitive information like an individual's racial or ethnic origin, political views, religious beliefs, sexual preferences, membership of groups or criminal record. Council's information privacy officer can be contacted on (03) 5434 6000 if you have any further enquiries of Council's policy and procedure in relation to the Information Privacy Act.