



ACCESS TO INFORMATION REQUEST FORM

Under the terms of the Privacy Act 1988, this form is to be used when requesting access to personal data relating to themselves that is held by 'Don't Become That Man'. Any individual who wishes to exercise this right should apply using this form which must be completed in full and presented to 'Don't Become That Man' with sufficient ID of the person making the request. Requests will be approved by the Sponsoring Manager.

FIRST NAME:

LAST NAME:

DOB:

MOBILE:

ADDRESS:

EMAIL:

I SEEK TO ACCESS MY PERSONAL INFORMATION BY 'DON'T BECOME THAT MAN'

I SEEK THIS INFORMATION BECAUSE;

- I wish to access what is recorded
- I believe there is an error and I wish to correct the information
- I wish to amend the information

SIGNATURE DATE

- I have reviewed the personal information held by 'Don't Become That Man' and I am satisfied that it is appropriate to disclose as per request.

SIGNATURE DATE

FOR OFFICE USE ONLY

SPONSORING MANAGER DATE

| Received | Identity Verified | Access Approved | Information Given |
|----------|-------------------|-----------------|-------------------|
| Date | Date | Date | Date |
| Initial | Initial | Initial | Initial |