

**ELB**CREATE.
COMMUNICATE.
COLLABORATE.**ELB Pty. Ltd.**

Sales: 1800 622 800

Service and Support: 1800 060 636

www.elb.com.au

Request for access to personal information

This form is to be used by individuals requesting access to their own personal information held by ELB Solutions Pty Ltd (herein called ELB). In order to assist us in processing your request, please complete the fields below. Please note that in some instances we may decline to release personal information but we will not do so unreasonably. Fees may be charged for supplying access to personal information; however there is no fee for lodging a request.

Once you have submitted the form, we will acknowledge receipt of your request and provide an indication of the expected response time. Response times may vary according to the actions and resources required.

Identification information

The information you provide in this section will be used for the sole purpose of identifying you in order to respond to your request.

Title	Given name(s)	Surname
Company	Phone Number	Email Address

Please provide details of your last transaction or point of contact with ELB:

Type of request

Please nominate the type/s of request you are making Yes No

Are you requesting access to your personal information?

Are you requesting to have your personal information corrected?

Declaration

I acknowledge:

That I am the individual referred to in this request for access to personal information;

That all the information I have provided on this form is true and correct;

That all or part of my request may be denied (as permitted by law);

That in some circumstances ELB may pass access costs onto me, and in those circumstances the requested information will be retrieved once payment has been made.

You may forward your request to:

The Privacy Officer
ELB Pty Ltd
PO Box 4444
St Leonards NSW 2065

Or email:
privacy@elb.com.au