

For The Buyer



Personal Information

(Request for Access / Request for Correction)

To:

Rose Property Partners Pty Ltd		
t/as For The Buyer	OR	t/as KR Property Agents

When should you use this form?

You can use this form to ask us for personal (including any sensitive) information we hold about you or to ask us to correct personal/sensitive information we hold about you.

Your Details

Title

Mr ☐ Mrs ☐ Ms ☐ Other ☐ | _____

*Surname

*Given name(s)

| _____

| _____ (you, your)

Date of birth (only if you have previously supplied this to us)

| ____ / ____ / ____

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Current residential address (only if you have previously supplied this to us)

Address

|_____

Suburb

State

Postcode

|_____

Contact Details

*Home phone number

*Mobile number or Work number

|_____

*Email Address

{* mandatory information}

Identity Verification (Required)

To help us protect your privacy, we need to verify your identity before processing your request.

Please provide one of the following:

Option 1: Photo Identification

A clear copy of one of the following:

- Australian driver's licence
- Passport
- Proof of Age card

You may black out your photo and licence/passport number if you wish. We only require your name and date of birth to verify your identity.

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Option 2: Secondary Identification (if photo ID is not available)

Copies of two of the following:

- Utility bill (electricity, gas, water)
- Bank or credit card statement (showing name only)
- Rates notice or tenancy agreement

(These documents must show your name and current address.)

Declaration

I declare that the information provided in this request is true and correct and that I am the individual to whom the personal information relates, or that I am authorised to act on behalf of that individual.

I consent to the collection, use, and disclosure of my personal information only as reasonably necessary to verify my identity and to process this request for access to and/or correction of personal information, in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

I understand that this request may not be processed unless sufficient proof of identity (and, where applicable, authority to act on behalf of another individual) is provided, and that any identification documents supplied will be handled securely and used solely for this purpose.

Name: _____

Signature: _____

Date: _____

If the Request Is Made on Behalf of Someone Else

If you are authorised to act on behalf of another person, please also provide:

- Written authority from the individual, and

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- Proof of identity for both you and the individual concerned

Declaration – Request Made on Behalf of Another Individual

I declare that I am authorised to act on behalf of the individual named below for the purpose of requesting access to and/or correction of their personal information.

I confirm that:

- The individual has given me express authority to make this request on their behalf;
- The individual consents to the collection, use, and disclosure of their personal information solely for the purpose of verifying identity and processing this access and/or correction request;
- Any personal information provided in support of this request is true and correct; and
- I understand that this request may not be processed unless satisfactory proof of authority and identity is provided.

Name of individual concerned: _____

Name of authorised representative: _____

Relationship to individual: _____

Signature of authorised representative: _____

Date: _____

Required Attachments

Please attach:

- Written authority from the individual concerned (e.g. signed consent or power of attorney); and
- Proof of identity for both the individual concerned and the authorised representative.

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Access Request

What information do you need?

I need to be given

Important: Please be as specific as possible to help us find the right information. You can only request access to personal/sensitive information we hold about you. If another person is involved, each of you must complete and sign separate access request forms.

Fees may apply

In some circumstances, we may charge a fee for giving you access to the personal/sensitive information we hold about you. We will tell you in advance if there is going to be any fee and how much the fee is likely to be, so you can decide if you want to go ahead.

Correction request

You may ask us to correct personal/sensitive information we hold about you, if you consider the information is inaccurate, out-of-date, incomplete, irrelevant or misleading.

What information do you want corrected?

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How do you want that information corrected?

Important: Be as specific as possible to help us find and correct the right information. You can only request us to correct personal/sensitive information we hold about you. If another person is involved, each of you must complete and sign separate correction request forms.

Fees do not apply to correction requests.

When are you likely to hear from us?

Within a reasonable period of time.

For The Buyer

RPP
ROSE PROPERTY
PARTNERS



Sending the form

You can send the form to us by:

Email: For The Buyer: kathryn@forthebuyer.com.au

Email: KR pmteam@krpropertyagents.com.au

Property Agents:

Post PO Box 4879, North Rocks NSW 2151