

# REQUEST FOR ADJOINING OWNER'S DETAILS FOR THE PURPOSE OF ISSUING PROTECTION WORK NOTICES



CITY OF  
MONASH

## VICTORIA'S INFORMATION PRIVACY PRINCIPLES (IPP'S) SUMMARY

### IPP 1 Collection

Collect only the 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. Uses 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 seek correct access and correction will be handled mostly under the Victorian Freedom of Information Actions.

### 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 into 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.

To determine legal rights and responsibilities, use the full version, not this summary. The full text of the Information Privacy Principles forms Schedule 1 of the *Privacy & Data Protection Act 2014* (Vic).

BLD 0457 - last update 28/05/2019

**REQUEST FOR ADJOINING OWNER'S DETAILS  
FOR THE PURPOSE OF ISSUING PROTECTION WORK NOTICES  
UNDER REGULATION 113 OF THE BUILDING REGULATIONS 2018**

**Applicant** (person requesting the information):

**Name:** .....

**Address:** ..... **Postcode:** .....

**Phone Number:** ..... **Email:** .....

**Client** (name and address of client for whom information is required):

**Name:** .....

**Address:** ..... **Postcode:** .....

**Phone Number:** ..... **Email:** .....

**Reason** (why information is being requested):

.....  
.....

**Property Address** (address of properties for which information is required):

**Address 1:** ..... **Postcode:** .....

**Address 2:** ..... **Postcode:** .....

**Address 3:** ..... **Postcode:** .....

**INFORMATION PRIVACY STATEMENT** (refer to the other side of this form for a summary of the IPP's):

The *Privacy & Data Protection Act 2014* protects the personal information of individuals. The City of Monash takes this responsibility seriously and endeavours to manage and protect personal information in its possession at all times. The Council will only use and disclose information for the purpose/s for which it is collected. To this end the Council has adopted policies and procedures to protect personal information. These policies and procedures are available at Council's web site [www.monash.vic.gov.au](http://www.monash.vic.gov.au). Queries regarding Council's handling of information privacy can be directed to the Information Privacy Officer, telephone (03) 9518 3555. Any breach of the assurance given by the Applicant in this document will result in the Council refusing to deal with future requests for personal information from the person breaching the assurance.

**INFORMATION PRIVACY DECLARATION:** I give written assurance that the contact details will be used solely to facilitate a specific reason as stated above. The contact details will not be retained, copied or disseminated for unrelated purposes and will be kept secure. I also witness that I have read the Information Privacy Statement and understand the privacy principles and implications of non-compliance.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Email completed form to: [mail@monash.vic.gov.au](mailto:mail@monash.vic.gov.au)**

BLD 0457 - last update 28/05/2019