



ABN: 82 598 967 065

Code CBP 00001 Complaint for Breach of Privacy Revise November 2013

## COMPLAINT FOR BREACH OF PRIVACY

This form is to be completed by an individual who has a complainant that "the Registered Business Australasian Gymnastic & Dance Academy" has interfered with their Privacy:-

Name.....

Address.....

.....

Contact Number.....

.....

What capacity have you had a relationship with Australasian Gymnastic & Dance Academy (i.e. Gymnast, Parent, Guardian, Contractor, prospective employee, consultant.)?

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In what way do you believe that Australasian Gymnastic & Dance Academy has interfered with your Privacy?

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(Please provide any forms or evidence that you may have in support of our complaint)

This form must be lodged with the Director of AGDA by:

- Mail - PO Box 1154 BURPENGARY DC Q 4505, marked "Confidential"
- Hand delivered to the Director, AGDA 100 Maine Terrace Deception Bay Q 4508
- Email [info@agymda.com.au](mailto:info@agymda.com.au)



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### **What will happen now that I have lodged my complaint?**

1. After receipt of a complaint lodged with the Director, the allegation will be investigated.
2. Once an investigation is conducted the Director, will respond in writing to the individual who has complained with the outcome of the investigation.
3. Should an interference with an individual's policy be acknowledged then the Director will take the necessary steps to rectify the interference.
4. A.G.D.A. may find that an interference with privacy has not occurred and in these circumstances the complainant will be notified of the reason for this conclusion in writing.
5. The Director will respond in writing as soon as it is practical to do so.

### **PRIVACY AND YOUR COMPLAINT:**

The personal information requested on this form and any personal information collected as part of an investigation into a complaint is to allow A.G.D.A. to conduct an investigation and make a written response to the complainant. The information being collected for this purpose and this purpose alone. The information will not be disclosed to any other organization, save as required by law, for the purposes of seeking legal advice, or in the preparation and or defence of any legal claim or action. A.G.D.A. Reserves the right to hold all documents lodged or arising out of or in connection with any complaint of an interference with privacy for the purpose of obtaining legal advice or for demonstrating compliance with the Act, the National Privacy Principles and this Policy.

The complainant is able to gain access to the information contained in this form by contacting the Academy's Director and completing an access request form. AGDA has sought the minimum detail necessary to investigate a complaint and to be able to respond. Failure to provide this information may hamper AGDA's attempts to effectively deal with a complaint and may affect the outcome of AGDA's investigation or the ability to communicate that outcome to the complainant.