



Application for Amendment of Personal Records

In accordance with the Freedom of Information Act 1991

Section 30 of the FOI Act provides that a person may apply for the amendment of an agency's records if:

- The document contains information concerning the person's personal affairs
- The information is available for use by an agency in connection with its administrative functions
- The information is, in the person's opinion, incomplete, incorrect, out-of-date or misleading.

Section 32 of the FOI Act states that an application for amendment must be dealt with in 30 (calendar) days of receiving a request. No fees and charges are applicable to this request. A determination made by SA Water is subject to the appeal and review rights outlined in Section 30 of the FOI Act.

You will receive a written notice from SA Water in its determination to amend or refuse to amend the requested records and SA Water's reasons for doing so.

Applicant Details

Company (if appl.) _____ Postal Address _____
 Title: (Mr/Ms/Mrs/Miss) _____
 Surname _____ Post Code _____
 Given Names _____ Home _____ Work _____
 D.O.B _____ Mobile _____
 Email _____

Details of document for amendment: *(please attach additional pages if needed)* _____

Reason(s) for amendment: _____

Details of amendment you wish SA Water to conduct: _____

Signature _____ Date / / 20.....

Please send to: SA Water FOI Specialist, GPO Box 1751 Adelaide SA 5001

OFFICE USE ONLY

Received on / / 20.....

Due date:...../...../20.....

Acknowledgment sent on / / 20.....

Reference Number: _____