

# Request for Land Owner Details

## Applicant Details

**Surname** **First Name**

**Address**  
(Where you live)

**Suburb** **Post Code**

**Phone** **Email**

**Property Address**

(Address of your land where works are being undertaken)

## Land Details (Address or description of land for which information is requested)

## Purpose (Reason for which the information is being requested and will be used)

## Declaration

I, \_\_\_\_\_ the property owner or agent\* of the property owner, hereby request Council to provide the ownership details of the land identified under 'LAND DETAILS' above. If supplied, I will NOT retain, copy or disseminate the information provided, will ensure it is kept secure and will only use it for the reason as identified under 'PURPOSE' above.

**Name**

**Signature**

**Date**

## Authorisation as an agent of owner

Where a request for ownership details of land is received from an agent of a property owner (i.e. contractor), a copy of documentation which verifies the authority of the agent to act on behalf of the owner must be provided.

## REQUESTS FOR INFORMATION AND PRIVACY

Surf Coast Shire Council recognises the need to balance the public interest in free flow of information with protecting the privacy of personal information held by the organisation and any contracted service providers. Council also considers that responsible and transparent personal information handling practices are a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Surf Coast Shire Council is committed to protecting all personal and sensitive information consistent with the ten Information Privacy Principles (IPPs) set out in the *Privacy and Data Protection Act 2014 (Vic)*. With limited exceptions, all Victorian government organisations, including local councils, must comply with these principles.

### IPP 1 Collection

Collect only 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. Use 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 make corrections. Access and correction will be handled mostly under the *Freedom of Information Act 1982 (Vic)*.

### 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 Drivers 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

Individuals must be given the option of not identifying themselves when entering transactions with Council, if it is lawful and feasible.

### IPP 9 Transborder Data Flows

If personal information travels, 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.

*Privacy Statement: The Surf Coast Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act 2014. The information will be used for the primary purpose it was collected or any related purpose for which the individual would reasonably expect Council to use or disclose the information. The information will not be disclosed to any other party unless Council is required to do so by law.*