

Privacy Information Request Form

Please complete this form and e-mail, mail or fax it to:

The Privacy Officer
Active Utilities
PO Box 4094
ESSENDON FIELDS VIC 3041
Facsimile: 1300 587 624
E-Mail: privacy@activeutilities.com.au

To allow us to contact you, please complete the following information:

Account Number _____

First name _____ Surname _____

Company or business name _____

Postal address _____

Email address: _____

Telephone number(s) (BH) _____ (AH) _____

Please note further security/identification checks will be completed prior to the release of information.

To allow us to understand the nature of your request please complete the following:

I want to correct incorrect personal information you hold on me.

I want to access my personal information.

I want to make a complaint about the handling of privacy by Active Utilities.

I want more information about Active Utilities practices on handling and management of personal information. I want to opt out of receiving any of Active Utilities publications or Sales and Marketing.

Other: _____

Please specify your request below:

Please identify if your request is urgent and the reason for the urgency. In most cases we will be able to contact you within 5 business days to either provide you with an answer or explain what we are doing in relation to your request.

We may need to apply a charge for the costs of providing access to information in certain situations. We will let you know what this is before we provide access.
