

ARA Access Policy Under the Privacy Act 1988

The Privacy Act 1988 gives individuals the right to access the personal information they have disclosed to the ARA. You do not have to give a reason for requesting access to your information.

Where a request is made and approved, the ARA will attempt to provide this information in a timely and reasonable manner. All requests must be made in writing, and you will be asked to verify your identity as either your own or that of a person authorised to view the information. The ARA reserves the right to keep all requests on file.

Depending on the type of information you wish to view, you will be able to take notes, receive a printout, photocopy, or explanation of the information. If you request to have information explained to you, you will be charged a small fee to cover administration costs.

If the ARA denies your request to access personal information, we will explain to you our reasons for this. If the reason is complicated, we will provide this to you in written form, which you can then use to make an appeal or complaint.

If you require further information, or wish to discuss this Policy, please contact the Association's Privacy Officer on (02) 9290 3766.