



# Privacy Complaint Form

## Please read this before lodging a Privacy Complaint....

1. This form will assist you to make a complaint about the handling of your personal information under the *Privacy Act 1988 (Cth)*.
2. We can only consider complaints made about a person's private information from the person themselves (or an authorised representative of that person).
3. Any information collected on this form may be used or disclosed for the purposes of the investigation process but only if it is relevant to the complaint.
4. Allegations made about a third person's actions may be put to them.
5. Write clearly so that we can get a full understanding of the issue and we are able to contact you.
6. If you need to ask any questions about privacy or the complaints process, contact VRC's Privacy Officer on 03 8378 0888

## About you.....

<b>Name</b>	Mr/Mrs/Ms/Miss.....
<b>Address</b>	..... .....
<b>Telephone:</b>	(...) ..... Mobile .....
<b>Email Address:</b>	.....

## I want to appoint a representative to act on my behalf.....

<b>Name of Representative</b>	Mr/Mrs/Ms/Miss.....
<b>Relationship of Representative to complainant</b>	.....

**About the issue.....**

**What happened?** .....

**Remember to include (where applicable):** .....

- **When & where it happened (including dates and how you discovered the alleged use)** .....
- **Details of anyone involved** .....
- **What action you would like VRC to take to resolve your complaint** .....

**Supporting documentation**

**Are there any documents that you can give us that may help us investigate?**

Attachment 1.....

Attachment 2.....

**Lodge your complaint....**

**Where do I lodge my complaint?** Private & Confidential  
The Privacy Officer  
Victoria Racing Club Limited  
448 Epsom Road  
Flemington Victoria 3031

**Signatures.....**

**My Signature:** ..... **Date:** ..... / ..... / 20.....

**My Representative's Signature (if applicable)** ..... **Date:** ..... / ..... / 20.....