



# VMIA Privacy Complaints Form

This form is provided to assist you in making a privacy complaint about an action or practice of VMIA or one of its contracted service providers that is in breach of VMIA's or a contracted service provider's obligations under the Privacy Act.

For the protection of everyone's privacy, VMIA can only accept complaints made by the relevant individual or an authorised representative. As such, if you wish to make a privacy complaint on someone's behalf, please provide proof of authority to do so.

## Complainant details

Name

Address

Phone

Mobile

Email

If you are making a complaint on behalf of someone else please include that person's name and your relationship to that person below:

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**NOTE:** please submit proof of your authorisation with this form (e.g. written authorisation by the individual).

## How do you believe your privacy has been breached?

(Please provide sufficient detail to enable an appropriate investigation of your complaint, e.g. what happened, when did it happen or come to your attention, where did it happen, who was involved, what Information Privacy Principles (IPPs) and or Health Privacy Principles (HPPs) do you believe have been breached, how do you believe your personal information has been mishandled?).

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**What impact has this had on you?**

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**What is the outcome that you are seeking?**

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Complainant signature

Date

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**Documents**

Please attach copies of any documents you consider may assist us to investigate your privacy complaint.

**Lodgement**

Via email:

VMIA prefers that you email your privacy complaint to [privacy@vmia.vic.gov.au](mailto:privacy@vmia.vic.gov.au)

Via pre-paid post:

Privacy Officer  
Level 10 South  
161 Collins Street  
Melbourne VIC 3000