

Application to amend personal records under the *Freedom of Information Act 1989*

Notes for applicants

Please read these notes before you fill in the form.

The Superannuation Administration Corporation trading as Pillar Administration (Pillar) is the administrator of the following NSW public sector superannuation schemes: First State Super (FSS), State Superannuation Scheme (SSS), State Authorities Superannuation Scheme (SASS), State Authorities Non-contributory Superannuation Scheme (SANCS), Police Superannuation Scheme (PSS) and the Parliamentary Contributory Superannuation Scheme.

Consequently, Pillar holds records on behalf of the Trustees of those schemes, FSS Trustee Corporation, SAS Trustee Corporation and the Trustees of the Parliamentary Contributory Superannuation Fund.

A person who is a member of any one of those schemes may request from Pillar relevant documents under the provisions of the *Freedom of Information Act 1989* (the Act).

Can you amend anything on your file?

The Act gives you the right to ask to have anything on a document about you held by Pillar amended if you believe it is

- incomplete,
- incorrect,
- misleading, or
- out-of-date

in a material respect.

When can you do this?

Any time after you have had access to your documents. There is no time limit.

Do you have to pay?

Once you have received documents under freedom of information, there is no charge for a request to amend your records.

How long is this process?

Pillar must reply to you within 21 days of receiving your request. This time limit may be extended if there is a need to consult a third party or in other special circumstances. If this is the case, you will be advised in writing. If Pillar agrees to amend your records, arrangements can be made for you to be given access to the amended document/s if you wish. If your request has been refused you will be informed of the reasons for the refusal.

Can you ask for a review of this decision?

If you are not happy with the decision on your request you can ask for an 'internal review'. An internal review is made by a senior officer of Pillar who was not involved in the first decision.

If you are not happy with that decision, you may appeal to the Ombudsman and/or the NSW Administrative Decisions Tribunal.

How to apply

You must use this form to state in writing what you believe is incomplete, incorrect, misleading, or out-of-date, and what you want amended.

You should also provide any information which will support the amendments you want.

If you need more space to give your answers, use a separate page and attach it to this form.

Your privacy

The information you provide in this form is collected by and held for the Schemes' Trustees by Pillar in accordance with NSW and Federal privacy legislation under which you have rights of access and correction. For further information about privacy, contact Pillar by writing to PO Box 1229, Wollongong DC NSW 2500.

For further information

The *Freedom of Information Act* is available from the NSW Government Information Centre or on the website at: www.austli.edu.au.

Further information can be obtained from Pillar's Freedom of Information Co-ordinator, telephone (02) 4253 1478.

Applicant's details

Please print clearly in **BLACK** ink.

Title (eg Mr Mrs Ms Miss Dr)

Birth date

DD	MM	YY
/	/	

Daytime contact phone number

Family name

Superannuation membership number *

 from your statement

Given name/s

Scheme name

Postal address (please include postcode)

* PSS members please also provide your registered number

Suburb, Town, City

Postcode

continued over the page ▶

There is information on my file which I consider is

please cross one box

incomplete

incorrect

misleading

out-of-date

The documents concerned are

Lined text area for listing documents.

The exact information I want amended is

Lined text area for describing the information to be amended.

I want to have this amended to read / state / show

Lined text area for providing the amended text.

The reason I believe the information is incomplete, incorrect, misleading or out-of-date is *

Large lined text area for providing reasons for the request.

* Please attach supporting documents

Please sign here

Your signature

Signature line.

Date

Date input field with DD, MM, YY labels and slashes.

Send the completed form to:

Freedom of Information Co-ordinator

Pillar Administration

PO Box 1229

Wollongong DC NSW 2500