**9T.2 Privacy Withdrawal Consent Complaint Template**

Disclaimer- This is not Legal Advice, it is a suggestion ONLY. Use of template is acceptance it is at your own risk **Fill out parts in red that require you to personalize and change to black**

**Add date , Remove all these instructions above before sending**

**NOTICE**

Within the universal maxim of law ‘notice to agent is notice to principal and notice to

principal is notice to agent’. All addressed parties Jointly and Severally as well as their

Successors, Nominees and Assigns

Date: insert date

**TO:**FULL NAME IN CAPITALS acting as CEO of COMPANY NAME (name and title)

 FULL NAME IN CAPITALS acting as MANAGER of COMPANY NAME

I am writing to you to make a privacy complaint, about how Organisation has handled my sensitive personal information.

I have been advised I must disclose my sensitive personal information and threatened with penalties should I not consent. (Add any details, times, dates, people, places)

You may be unaware this is inappropriate, and in fact unlawful as it violates my privacy and breaches the Privacy Act 1988.

I value my privacy, and my religion, sexuality, politics, and my medical information, including my vaccination status, is not something I share with anyone. As a result of this I felt anxious and humiliated having my sensitive information aired publicly amongst co-workers and felt discriminated against.

To remedy this complaint, I require the immediate withdrawal of all, and any sensitive personal information collected and on my personal file, either previously consented to, provided, or implied otherwise. Additionally, any sensitive information obtained via third party or indirect means is also to be removed and any records of that nature destroyed.

Furthermore, I require any management and employees tasked with the collection of my sensitive personal information, to be cautioned, and advised of their law abiding obligations.

Please email me to confirm you have received this complaint and confirm my sensitive personal information has been removed from my personal file. Additionally, please advise me of the earliest time, and process involved, in which I can review my personal file.

If I do not receive a response from [name of agency/organisation] by 5pm Insert Date giving 3 Clear Business days or the complaint is not resolved, by way of continued offences, I intend to contact the Office of the Australian Information Commissioner (OAIC) to make a privacy complaint.

Yours sincerely,

‘[Your name]