



PERSONAL DATA REQUEST FORM

Please fill out this form if you are a **resident of the European Union** and wish to exercise your right to access, rectify, delete, restrict or object to the processing of personal data held by Tourism and Events Queensland.

If you do not wish to complete this form, you may also submit a written request to privacy@queensland.com

SECTION 1: Details of person submitting the request

Full name:	
Address:	
Contact telephone number:	
Email address:	

SECTION 2: Are you the data subject

Tick the appropriate box and read the instructions which follow it.

- ☐ **YES** I am the data subject. I enclose proof of my identity.
(PLEASE GO TO SECTION 4)
- ☐ **NO** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity.
(PLEASE GO TO SECTION 3)

SECTION 3: Details of the data subject (if different from SECTION 1)

Full name:	
Address:	
Contact telephone number:	
Email address:	

SECTION 4: Request type

Tick the relevant request type:

- ☐ **Access to your personal data (PLEASE GO TO SECTION 5)**
You are entitled to confirmation as to whether Tourism and Events Queensland is processing your personal data and information about the purposes, categories and disclosures of your personal data (if applicable). You are also entitled to access your personal data.
- ☐ **Rectification of your personal data (PLEASE GO TO SECTION 5)**
You have the right to rectify any inaccurate data held by Tourism and Events Queensland.
- ☐ **Deletion of your personal data (PLEASE GO TO SECTION 6)**
You may have the right to request the deletion of your personal data.
- ☐ **Restriction to the processing of your personal data (PLEASE GO TO SECTION 7)**
You may have the right to restrict the processing of your personal data.
- ☐ **Objection to the processing of your personal data (PLEASE GO TO SECTION 8)**



You may have the right to object to the processing of your personal data.

SECTION 5: Access to or rectification of your personal data

Describe your request. The more details you provide the better we will be able to answer/process your request.

SECTION 6: Deletion of your personal data

The right to erasure ('deletion') is not absolute and only applies in certain circumstances. Confirm the reason you wish your data to be deleted by ticking the appropriate box:

- ☐ I feel my personal data is no longer necessary for the purposes Tourism and Events Queensland originally collected it.
- ☐ I no longer consent to Tourism and Events Queensland processing your personal data.
- ☐ I object to Tourism and Events Queensland processing my personal data.
- ☐ I feel that Tourism and Events Queensland unlawfully collected my personal data.
- ☐ I feel that Tourism and Events Queensland is subject to a legal obligation which requires the deletion of my personal data.
- ☐ I am a child, I represent a child, or I was a child at the time of the data processing and I feel personal data was used to offer information society services.

Describe the information you wish to delete. Provide any relevant details that may help us to identify the information.

SECTION 7: Restriction to the processing of your personal data

The right to restriction of processing is not absolute and only applies in certain circumstances. Confirm the reason you wish the processing of your personal data to be restricted by ticking the appropriate box:

- ☐ I feel that the personal data collected by Tourism and Events Queensland is inaccurate.



- ☐ I feel that the processing of my personal data is unlawful and I object to the deletion of my personal data.
- ☐ I believe that Tourism and Events Queensland no longer needs my personal data for processing, but I need the data for the establishment, exercise or defence of legal claims.
- ☐ I have objected, pursuant to GDPR Article 21(1), to the processing of my personal data (and this request is pending).

Describe the information you wish to restrict. Provide any relevant details that may help us to identify the information.

SECTION 8: Objection to the processing of your personal data

You have the right, in accordance with GDPR Article 21(1), to object to the processing of your personal data. Please provide a reason.

SECTION 9: How we will process your request

We will do our best to respond to your request promptly and within one month of the latest of the following:

- our receipt of your request; or
- our receipt of any further information we may ask you to provide to enable us to comply with your request,

whichever happens to be later. However, we may extend this process for up to two months, in which case we will notify you of the extension within a month.

The processing of this request is free of charge, but we reserve the right, as allowed under GDPR Article 12(5), to charge an administrative fee in certain circumstances.

Please note that we may refuse to act, as allowed under GDPR Article 12(2) and 12(5), on requests that are insufficiently substantiated, unfounded or excessive.



To ensure that we are accessing the data of the right person, we require you to provide us with proof of identity and proof of your address. Please supply us with a photocopy or scanned image (do not send originals) of one or both of the following:

1. Proof of identity

Passport; photo driver's licence; national identity card; birth certificate

2. Proof of address

Utility bill, bank statement, credit card statement (no more than three months old); photo driver's licence

Note: If you are acting on behalf of the data subject, please provide proof of the data subject's identity, proof of your identity and the data subject's written authority for you to act on their behalf.

The information you supply will only be used for the purposes of this request.

SECTION 10: Declaration

I confirm that I have read and understood the terms of this PERSONAL DATA REQUEST FORM and certify that the information provided is true. I understand that it may be necessary for Tourism and Events Queensland to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to process my request.

Signed: Date:

Please return the completed form and any required documents to:

Data Protection Officer
Tourism and Events Queensland
Level 8, Green Square North Tower
515 St Pauls Terrace
Fortitude Valley Queensland 4178
Australia

OR

privacy@queensland.com