



Request for access to personal information under the Australian Privacy Principles

**Instructions**

- Please provide full details in the table below of the types of personal information you seek access to and the entity(ies) within the Commonwealth Bank Group that hold(s) that information.
- There is no charge for making a request to access your personal information. However in some cases there may be a charge to cover the time we spend locating, compiling and explaining the information you ask for. If there is a charge, we'll give you an estimate up front and confirm that you wish for us to proceed.

Section 1 – Please provide the following

Personal Information Sought	Entity/product/account number details

Section 2 – Please provide contact details below we can use to discuss your request and send you information

Telephone number

Facsimile number

Email address

Address (PO Box is not acceptable)

State

Postcode

Full name

Signature

Date

We try to provide you with your information within 30 days. We'll need to verify your identity before completing your request.

In certain circumstances we're allowed to deny or limit the access we provide. If so, we'll let you know in writing our reasons for refusing your request.

Please hand this form in at any branch of the Commonwealth Bank; or

Email it to: myprivacyrequest@cba.com.au; or

Post it to: **Processing Services**
31 Birnie Avenue
Lidcombe NSW 2141

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