**Cessnock City Council**

**Section 355 Committee – change of Member Details Form**

This form is to be used by Section 355 Committee Members wanting to amend their details in line with Council’s *Section 355 Committees Guideline*.

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| **COMMITTEE MEMBER** |

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| **Name**  |  |
| **Residential Address** |  |
| **Postal Address** **(if different than residential address)** |  |
| **Email** |  |
| **Telephone** |  |
| **Current committee and membership** |  |

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| **INFORMATION TO BE CHANGED** |

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| Outline the information you need to be changed/amended: |

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| **Signature of Committee member:** **Date:** |

Please refer to Council’s *Section 355 Committees Guideline* for instructions on the next steps.

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| **PRIVACY NOTICE**Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the [*Privacy and Personal Information Act 1998*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1998-133) (NSW) and [Information Privacy Principles](https://www.ipc.nsw.gov.au/information-protection-principles-public), the [*Health Records and Information Privacy Act 2002*](https://legislation.nsw.gov.au/view/html/inforce/current/act-2002-071) (NSW) and [Health Privacy Principles](https://www.ipc.nsw.gov.au/health-privacy-principles-hpps-explained-members-public), and any subordinate legislation. |
| **Purpose** | The information on this form is being collected for the purpose of amending your personal information in your capacity as a Section 355 Committee Member. The information collected will be used for the purpose outlined and related administrative functions, and in accordance with Council's [Privacy Management Plan](https://www.cessnock.nsw.gov.au/Council/Governance-and-transparency/Privacy-and-personal-information) and [Privacy Statement](https://www.cessnock.nsw.gov.au/Site-Footer/Sub-Footer-Links/Privacy-Statement) which can be found on Council's website. |
| **Intended Recipients** | Council Officials. |
| **Supply** | Voluntary. |
| **Consequence of non-provision** | If you do not supply the information, your request to have your information amended may not be processed. |
| **Disclosure** | Your information may be disclosed to other government agencies, or as required by law. |
| **Storage and security** | The form will be kept in Council’s document management system in accordance with the Council’s [*Privacy Management Plan*](https://www.cessnock.nsw.gov.au/Council/Governance-and-transparency/Privacy-and-personal-information), Council’s [*Records Management Policy*](https://www.cessnock.nsw.gov.au/Council/Forms-and-documents/Policies/Records-Management-Policy) and the [*Privacy and Personal Information Protection Act 1998* (NSW)](https://legislation.nsw.gov.au/view/html/inforce/current/act-1998-133). |
| **Access** | You may access, correct or update your personal information by visiting Council’s website, contacting Council's Privacy Contact Officer on 4943 4100 or by sending an email to council@cessnock.nsw.gov.au. |