

# Request for Access to Personal Information

Complete the form using blue or black pen and print in clear CAPITAL LETTERS

If you require assistance on how to complete this form please call **1300 308 008**.

This form is to be used by individuals requesting access to their own personal information held by HSBC Bank Australia Ltd ("HSBC").

In many instances, our staff will be able to provide you with access to personal information without the need to complete this form. You should discuss your request with a staff member in the first instance.

This form is not to be used to request copies of transactional information including statements, policy documents, disclosure documents, card vouchers etc. Fees maybe charged for requests using these forms.

 Mail the completed form to: **The Privacy Officer, HSBC Bank Australia Limited**  
**GPO Box 5302, Sydney NSW 2001**

## REQUESTOR'S DETAILS

Title  First name(s)  Surname

Date of birth

Current residential address (cannot be a PO Box)

Home phone number  Work phone number  Mobile phone number

Email address

Personal Banking Number (10 digits)  Credit card number (16 digits)

Loan account number   Other (please describe)

## REQUEST TO ACCESS PERSONAL INFORMATION

Please note that personal information collected by HSBC may not necessarily be available for access, and there may be other reasons permitted by law why we do not give you access (in which case we may not be able to provide you with reasons).

Please specify the details of the personal information you would like access to including name of the product held/account number/time period. (Please use a separate sheet of paper if there is insufficient space.)


## COST OF ACCESS

Depending on the type of personal information you request HSBC will pass on the cost of accessing that information for you, i.e. for archive retrieval. We do not charge a fee for lodging a request for access. Provision of the personal information requested is conditional upon the cost of access being paid.

Nominated account to debit costs

*This MUST be an HSBC Bank Australia account*

BSB

Account number

## DECLARATION AND AUTHORITY

I acknowledge:

- That I am the individual referred to in this Request and state that all personal information about me is true, complete and correct and has been provided to HSBC to enable it to respond to my request;
- That personal information collected in response to my request may be provided to me in any form HSBC considers appropriate;
- That all or part of my request may be denied (as permitted by law); and
- That I authorise HSBC to debit my nominated account identified above for the relevant cost of access (if applicable).

**Requestor's Signature**

Date