



## UnitingCare Werribee Support and Housing Privacy Complaint Form

### 1. About you

Your Name:

Your Address:  **Postcode**

Your contact Phone number during Business Hours

### 2. Who are you complaining about

Which program?

Names of individuals involved (if you know their names)

### 3. What is your Complaint?

Please indicate how your Privacy has been breached. Describe the events, what happened, when, including dates and details. How has this affected you? Provide copies of any relevant documentation you may have that will assist in investigating your complaint.

### 4. Have you taken this complaint to another Agency?

Please give details.

5. Please sign here

6. Date

### 7. Sending this form to us

Please post the completed form or drop it in to:

**CEO, UnitingCare Werribee Support & Housing**  
**19 Duncans Road**  
**Werribee VIC 3030**

Information in this form will be kept in the strictest confidence and only used and disclosed for the purpose of administering this complaint.

For further Information of Assistance, please contact:

**Carol Muir**      **CEO and Privacy Officer**      **9742 6452**