

STATEMENT FOR THE PURPOSE OF PRINCIPLE 3 OF THE PRIVACY ACT 1993

1. Purpose for which the information about you is being collected:

To enable the Council to consider your written explanation in respect of an alleged stationary vehicle offence and advise you of the outcome.

2. Intended recipients of personal information contained in the explanation form:

- a) Parking Enforcement Division of the Ashburton District Council.
- b) Information may be entered into evidence in any legal proceedings relating to the alleged stationary vehicle offence.
- c) Personal information relating to stationary vehicles offences is not held on a public register, and will not be made available to members of the public on request.

3. Name and address of the Agency collecting and holding your personal information contained on this form:

Administration Section
Ashburton District Council
P O Box 94
Ashburton

4. The law does not require you to tender a written explanation in mitigation of the offense alleged. However if you elect to do so, you are required by law to provide your address for replies, and to ensure you personally sign the correspondence.

5. If you do not provide the information legally required, Council will decline your explanation.

6. Right of access to, and correction of, personal information:

Personal information held about you by the Council which can be readily retrieved, you can upon request:

- a) Obtain confirmation whether or not the Council holds personal information about you; and if so:
- b) Obtain access to that information.

You are entitled to request that the Council correct any personal information it holds about you.

If the Council is not willing to correct your personal information in the way you request then you can require the Council to attach a statement you prepare that will always be read with your personal information.

The Council will inform you of what steps it has taken in response to any request you may make to correct your personal information.