



Application for Compensation for Detriment Caused by Defective Administration (CDDA Scheme)

Privacy Collection Notice

This Privacy Collection Notice describes how IP Australia collects and manages personal information.

Your privacy rights

Your personal information is protected by law, including the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles (**APPs**), which regulate how entities including IP Australia may collect, use, disclose and store personal information.

IP Australia will only collect your personal information where it is reasonably necessary for, or directly related to, the performance of our functions or activities.

What personal information do we collect?

We collect your personal information from you when you apply for compensation for detriment caused by defective administration.

The personal information we collect from you includes your name, address, date of birth, email address, phone number, and any personal information you provide as part of your explanation of how IP Australia's administration was defective and the detriment you suffered.

Why do we collect your personal information?

We collect your personal information to assess your claim for compensation. If you do not provide the personal information required on the form, IP Australia may not be able to process your claim.

How do we use and disclose your personal information?

We will use and disclose your personal information to assess your claims. We may also contact other Australian Government entities or Australian Public Service employees that could hold information about your claim to request it and use it in order to assess your claim.

Additionally, we may disclose your personal information to third parties where the disclosure is required or authorised by a court or tribunal order, or under an Australian law. For example, this could happen if IP Australia receives a court order compelling the production of information.

IP Australia is unlikely to disclose your personal information to overseas recipients.

Further information

You can contact us to access or correct your information or make a privacy complaint. Our contact information and further details about how we handle your personal information are set out in our [privacy policy](#).



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Please complete **all** sections of this form and **enter N/A** in any section that is not applicable to indicate that the question has been considered and completed.

Please return to:

By Post:

Office of Legal Counsel
IP Australia
PO Box 200
Woden ACT 2606

By email:

CDDA@ipaustralia.gov.au

Section 1: Personal details

Title:			Surname:		
Given Names:				Date of birth:	
Residential					
Address:				State	
Postal address (if same as residential address, write 'as above')					
Address:					
				State	
Home Phone:		Work Phone:		Mobile Phone:	
Email Address					

Section 2: Application details

Please explain how IP Australia's administration was defective. You should outline the events and circumstances which you consider contributed to the defective administration. *Please attach any available supporting documents. If there is insufficient space, please attach a separate document.*



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Please explain what detriment you have suffered. *Please attach any available supporting documents. If there is insufficient space, please attach a separate document.*

What is the total amount of compensation you are seeking for this detriment?

\$

Please specify how this amount is calculated. *Please attach any available supporting documents (e.g. medical bills). If there is insufficient space, please attach a separate document.*

Supporting Documents (e.g. medical bills)	Amount (\$)



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Please explain how the defective administration directly caused the detriment you have suffered. *Please attach any available supporting documents. If there is insufficient space, please attach a separate document.*

Please advise what action you have taken to resolve this matter (for example, review by agency, Ombudsman, Courts, Tribunals). What is the status/outcome of these actions?



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Section 3: Other details and declaration

Other details

Are there any other factors that you believe are important and have not yet been mentioned in the application? If so, please provide details.

Additional Information:

Please note that CDDA payments may be taxable. Please contact the Australian Taxation Office or seek independent financial advice to determine your own circumstances.

More information on the CDDA Scheme can be found on [the Department of Finance website](#).

Declaration:

I declare to the best of my knowledge and belief, the information that I have supplied in or attached to this application is accurate and true, and that all relevant information has been included.

I authorise IP Australia to collect, use and disclose information held about me by IP Australia and by other entities for the purposes of assessing this application.

Signature:

Date: