

Motor Vehicle Registry Information Bulletin

G4 - Personal Information: Your Rights and Responsibilities

Introduction

Personal information is information from which a person's identity is apparent or is reasonably able to be ascertained.

The Territory Government and its service providers, including the Motor Vehicle Registry (MVR), value the privacy of every individual's personal information. MVR will only use such information for the purpose for which it was supplied, and such information will not be disclosed to any third party unless required by law.

This is in accordance with the Information Privacy Principles as set out in the Northern Territory *Information Act*, which is available on-line at www.infocomm.nt.gov.au.

This Bulletin answers the following questions about how the Motor Vehicle Registry collects and uses personal information.

1. What personal information does the MVR collect?
2. Why does the MVR need my personal information?
3. What happens if I don't provide my personal information to the MVR?
4. How can I check that the information the MVR holds about me is correct?
5. If the information the MVR holds about me is wrong, how do I get it corrected?
6. Who else has access to my personal information at the MVR?
7. How can I contact the MVR?

General

In most cases the MVR will provide you with access to and correction of your personal information over the counter **at no charge**, subject to a **written application**. The MVR provides the form **M2 – Application for change of details** (attached) for this purpose.

Fees may apply where you are requesting information that requires the production of a formal document or certificate, such as a driver licensing history or registration certificate.

1. What personal information does the MVR collect?

The MVR collects information to enable the issue, renewal and/or transfer of driver licences, motor vehicle registrations, vehicle permits, commercial passenger accreditation or endorsement or any other function of the MVR.

The type of information collected includes but is not limited to:

- your full name and residential/postal address;
- date and place of birth;
- contact details, such as telephone number, e-mail address;
- medical information that relates to the driving task;
- criminal and traffic offence history; as they relate to holding or applying for a driver licence, "h" or "d" endorsements, and
- vehicle identification - engine number, make, model, colour etc.

2. Why does the MVR need my personal information?

The MVR collects personal information that is necessary for the performance of its functions and duties.

For example, personal information is collected by the MVR when you:

- apply for motor vehicle registration, renewal or transfer;
- apply for the renewal or transfer of a Driver Licence, Learner Licence or Evidence of Age Card (18+ card);
- apply for a temporary and/or over-dimensional vehicle permit;
- apply for commercial passenger vehicle (CPV) operator accreditation, licence endorsement, driver identification card, or a driving instructor endorsement; and
- undertake a range of other activities or functions at MVR.

The Registrar of Motor Vehicles is required to collect personal and motor vehicle information in accordance with section 92 of the NT *Motor Vehicles Act*.

3. What happens if I don't provide my information to the MVR?

If you choose not to supply your personal information, the MVR may not be able to process your application.

If you deliberately provide misleading or incorrect information, you may be prosecuted under section 117 of the NT *Motor Vehicles Act*. This carries a penalty of \$2 000 or imprisonment for six months in the case of a person, or a penalty of \$10 000 in the case of a body corporate.

4. How can I check that the information the MVR holds about me is correct?

You have the right to access your personal information and ask the MVR for corrections if information is not accurate or is incomplete.

Access will be provided to you, in most cases free of charge, upon written application. The MVR will also correct personal information at no charge. If you require a written history or confirmation of your information a search fee will be charged.

The MVR will take all reasonable steps to ensure that the information held remains accurate, complete and up-to-date by providing regular opportunities for you to correct or change some details. For example, when you renew vehicle registrations or driver licences you are asked if your information is current, and space is provided on the renewal forms for updates as required.

All requests to update or correct information held by the MVR must be in writing (see below).

5. If the information the MVR holds about me is wrong, how do I get it corrected?

It is your responsibility to ensure that your personal and any other information held by the MVR is accurate, complete and up-to-date. Incomplete or inaccurate information may be amended by the owner of the information at any time as long as the amendments are requested in writing. One way to do so is by completing MVR form **M2 - Application for Change of Details** (attached).

Once you have made the necessary changes to your personal information on form M2, you can either present the form over the counter at an MVR office or send the form in via post or fax (see **How to contact the MVR**, at the end of the Bulletin). In certain circumstances, such as a change of name or residency, the MVR will require documentary evidence to support the change. If you have any questions you should contact MVR on 1300 654 628.

The NT *Motor Vehicles Act* also requires that you notify the MVR within 14 days if for example you change name, address or appearance or if you sell or dispose of a registered motor vehicle. Penalties under the NT *Motor Vehicles Act* may apply where you do not meet these requirements.

Unfortunately, MVR cannot update details from information given over the telephone.

Fees may apply where you are requesting information that requires the production of a formal document or certificate, such as a driver licensing history or registration certificate.

6. Who else has access to my personal information at the MVR?

The MVR may use or disclose the personal information you have provided if:

- you consent to the use and disclosure of the information to enable the transfer of
- your driver licence or vehicle registration, e.g. between the NT and another State or Territory, or to the Territory Insurance Office for processing of Motor Accident Compensation Act claims etc.;
- the use or disclosure is required or authorised by a law of the Territory, State or Commonwealth; and
- the information is requested by law enforcement agencies, e.g. supply of personal and vehicle details to Police, Local Councils and other competent authorities for the processing of speeding or parking infringement notices etc.

The MVR adheres to the NT Government and Department of Planning and Infrastructure's Information Technology Security Policies as well as to Part 9 of the NT *Information Act*, which deals with Records and Archives Management.

The MVR will take all reasonable steps to protect the personal information collected from misuse or loss and from unauthorised access, modification or disclosure.

Information held by MVR is accessible only to duly authorised officers. All MVR staff are bound by the *Public Sector Employment and Management Act* with regard to information security.

7. How do I apply for information?

If you require information regarding your motor vehicle registration or driver licence details you will be required to complete MVR form **M6 - Application for Disclosure of Information** (attached) and provide evidence of identity.

If you are seeking information that is not your own you will also be required to complete MVR form M6 and provide evidence of identity as well as documentary evidence that you have a legal right to access the information requested.

8. How can I contact the MVR?

You can find out more about the Department of Lands and Planning's information policy and procedures at www.nt.gov.au/dlp/foi/

Contact Details	
Motor Vehicle Registry	
Telephone	1300 654 628
Facsimile	(08) 8999 3103
Email	mvr@nt.gov.au
Web	www.mvr.nt.gov.au
Postal Address	GPO Box 530 Darwin NT 0801

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7 Representative/Agent Authority

If you are unable to attend the office in person and you have appointed someone to act on your behalf, the representative/agent authority below must be completed.

I declare that the person named below is my authorised representative/agent and may sign this declaration on my behalf.

Signature of Registered Owner(s)

Address

State	Postcode

Representative/Agent Details

Driver Licence Number

Date of Birth

Surname

Given Name(s)

Representative/Agent Signature

Date

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Northern Territory of Australia

Oaths Act

Statutory Declaration

(1) Here insert name and address of person making the declaration.

I, (1)
of

Date of Birth:/...../..... Licence No: Vehicle Registration No:

(2) Here detail the matter declared and set out the matter in numbered paragraphs.

do solemnly and sincerely declare (2)

And I make this solemn declaration by virtue of the *Oaths Act* and conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at the day of 20.....

(3) Signature of person making the declaration.

(3)

(4) Signature of person before whom the declaration is made.

Before me,

(4)

(5) Here insert name and contact address or telephone number of person before whom the declaration is made legibly written, typed or stamped.

(5)

(6) THIS DECLARATION MAY BE MADE BEFORE ANY PERSON WHO HAS ATTAINED THE AGE OF (18) EIGHTEEN YEARS.

NOTE: A person wilfully making a false statement in a statutory declaration is liable to a penalty of \$2000 or imprisonment for 12 months, or both.

Privacy Statement

The Registrar of Motor Vehicles is required to collect information for registrations, licences and permits under section 92 of the *Motor Vehicles Act*. The Registrar adheres to the Department's Privacy Statement and the *Information Act*. Further information on privacy can be found at www.nt.gov.au/dlp

Office Use Only

Proof of Identity Record

Primary Proof: Yes No

Secondary Proof: Yes No

Document Produced to Prove Change

Proof of Garage Address Type

Plate Details

Lost Stolen Destroyed

Plate Number Issued

Replacement Label Number

TOTAL FEE PAID

REFUND OF TIO DUE



Application for Disclosure of Information

(For use by Individual or Non-Government Organisations)

Person/Organisation

Name <input style="width: 95%; height: 20px;" type="text"/> Address <input style="width: 95%; height: 40px;" type="text"/> <hr style="border-top: 1px dotted black;"/> <hr style="border-top: 1px dotted black;"/> State Postcode <input style="width: 95%; height: 20px;" type="text"/>	Driver Licence or ACN / ARBN / ABN etc. <input style="width: 95%; height: 20px;" type="text"/> Business Contact Name <input style="width: 95%; height: 40px;" type="text"/> <hr style="border-top: 1px dotted black;"/> Email Address <input style="width: 95%; height: 20px;" type="text"/> Mobile Phone Number <input style="width: 95%; height: 20px;" type="text"/>
Telephone <input style="width: 45%; height: 20px;" type="text"/> ()	Facsimile <input style="width: 45%; height: 20px;" type="text"/> ()

Tick Box(es)

I am requesting the information for my own use.

I am requesting the information on behalf of somebody else and written authorisation from that person is attached.

I am requesting this information for the reason/s indicated below:

Motor Vehicle Crash - Details of Parties Involved - **Complete Section 1 - Police Accident Report must be attached**

Statement of Vehicle Registration/Driver Licence details - **Complete Section 2**

Confirmation of Information - **Complete Section 3**

Other (please specify) - **Complete Section 4**

Section 1 - Motor Vehicle Crash - Details of Parties involved

I have been unable to locate or contact the driver and/or owner of the vehicle described below that was involved in a motor vehicle crash with me/our client.

Description of vehicle(s)

My Registration Number	Colour	Make	Type
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Other Vehicle's Registration Number	Colour	Make	Type
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Surname (of other Driver)	Given Name/s	Drivers Licence Number	Licence Expiry Date
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/> / /

Other Crash Details

Date of Crash	Specific location of crash	Time of day
<input style="width: 95%; height: 20px;" type="text"/> / /	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Office Use Only

Police Report attached Police Report Number CSO User ID

Section 2 - Statement of NT Vehicle Registration / Driver Licence Details

A statement of details is only available for your own vehicle registration or driver licence (except where written authorisation is provided) or where permitted under Territory, State or Commonwealth Law.

Information required is: (Attach list if the details of more than one vehicle or person is required)

Tick Box(es)

<input type="checkbox"/> Statement of Licence History Details for Driver Licence number	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
<input type="checkbox"/> Statement of Registration History Details for Registration number	<input type="text"/>				

Section 3 - Confirmation of Information

If you know the name of the person about whom information is required, or the registration number of a vehicle owned by that person, the information below (items 1 to 4) may be confirmed or denied according to the Registrar's record.

Information is required in respect of:

Surname	<input type="text"/>	Given Name(s)	<input type="text"/>	
Address	<input type="text"/>	Registration Number	<input type="text"/>	as at (date)
				<input type="text"/>

Tick Box(es)

- Name recorded as above
- Currently Registered
- Recorded as Stolen
- Subject to Defect Notice

Office Use Only

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Section 4 - I am requesting the information for the following reasons:

(Please include reference to legislation under which the information is requested)

Privacy Statement

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Declaration

I declare that I will use the information provided to me by Motor Vehicle Registry from the records of the Registrar strictly for the reasons I have stated on this form and for no other purpose(s). I will not, in any circumstances whatsoever, disclose in any form (whether verbal, written or otherwise), the information or any part of it to, any third party whether a person, corporation, government body or any other entity. I understand that failure to strictly comply with this Declaration may result in legal action being taken against me without further notice.

Applicant's Name (print clearly)	Applicant's Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Territory shall not in any circumstances be liable for any loss or damage caused to the Applicant as a result (direct or indirect) of the provision of the Information where the Information is incorrect or inaccurate in any particular and whether the incorrect or inaccurate Information was provided negligently and/or in breach of this application. The Applicant indemnifies and agrees to keep indemnified the Territory against all and any claims or actions in respect of any such loss or damage whether such claim or action is brought by the Applicant against the Territory or by any third party against the Applicant and/or the Territory in circumstances where that third party has suffered loss or damage as a result of the provision of the Information by the Territory or the divulgation, use or misuse of that Information by the Applicant.