

EXAMPLE EMAIL:

To: [INSERT ADDRESS OF YOUR HR DEPARTMENT]

Subject: Request for Audiometric (Hearing) Test Results/Records

Dear [INSERT NAME],

Could you please provide me with PDF copies of all my audiometric (hearing) tests results/records that are currently kept in my employee file.

I am making this request under Principle 12 of Australian Privacy Principles of the *Privacy Act 1988* (Cth).

Regards,

[INSERT YOUR NAME]