



PRIVACY AND DATA REMOVAL REQUEST FORM

Request to access, correct, restrict, remove or delete personal information or identifiable media

Document purpose: This form allows an individual, parent/guardian or authorised representative to request access to, correction of, restriction of, removal of, deletion of, de-identification of or non-publication of personal information or identifiable photo, video, audio or project material handled by Motley Media.

Use instruction: Use this form for privacy, consent-withdrawal, media removal, MotFlix access, website/social publication, child media, correction or deletion requests. Urgent safety, child-protection or family-violence concerns should be clearly marked as urgent.

Requester Details

Item	Details
Requester full name	[Insert]
Phone / email	[Insert]
Postal address if required	[Insert]
Relationship to the person shown or recorded	☐ Self ☐ Parent/guardian ☐ Authorised representative ☐ Organisation contact ☐ Other: _____
Name of person whose information/media is affected	[Insert if different from requester]
If child/minor, parent/guardian name	[Insert]
Proof of identity / authority attached	☐ Photo ID ☐ Parent/guardian evidence ☐ Written authority ☐ Other: _____

Request type

☐ Access my personal information	☐ Correct inaccurate information
☐ Remove from Motley Media website	☐ Remove from social media
☐ Remove/restrict MotFlix access	☐ Withdraw prior media consent
☐ Delete personal information where lawful	☐ Blur, crop or de-identify image/video
☐ Remove child/minor media	☐ Stop future use/publication
☐ Restrict downloads/sharing	☐ Other: _____

Material to be located	Details
Project / event name	[Insert]
Approximate project date	[Insert]
Location / venue	[Insert]
URL, social post, MotFlix page or file reference	[Insert all known links or file names]
Image / video / audio description	[Describe the material to be located. Include clothing, scene, timecode, people, file names, album name or screenshot references.]
Reason for request	[Explain why removal, restriction, correction or deletion is requested.]
Urgency / risk	☐ Standard ☐ Urgent privacy concern ☐ Child-related concern ☐ Safety/family violence concern ☐ Legal restriction

Request Details

Request information	Details
Requested outcome	[State exactly what you want Motley Media to do: remove, restrict, correct, blur, delete, stop using, send copy, update access, etc.]
Specific wording correction if applicable	[Insert corrected details or write Not applicable]
Platforms affected	☐ Website ☐ MotFlix ☐ Google/advertising ☐ Facebook ☐ Instagram ☐ YouTube ☐ Client gallery ☐ Archive ☐ Other
Have you contacted the client/event organiser?	☐ Yes ☐ No ☐ Not applicable
Supporting documents attached	☐ Screenshot ☐ ID/authority ☐ Court/order/restriction ☐ Previous consent ☐ Other

Assessment Conditions

1. Identity and authority verification

Motley Media may require sufficient information to verify identity, authority, parent/guardian status or representative authority before acting on a request. This protects the privacy and safety of affected individuals.



2. Assessment and response timeframe

Motley Media will assess the request within a reasonable period after receiving enough information to identify the material and verify the requester. Where privacy law applies, access or correction requests will be handled consistently with applicable Australian Privacy Principles and reasonable response periods.

3. Removal, deletion and restriction limits

Motley Media can control material that it holds, hosts or manages directly. It may not be able to remove copies downloaded, screenshotted, reposted, cached, indexed, archived or published by third parties, clients, guests, platforms or search engines outside Motley Media control.

4. Lawful retention

Some records may need to be retained for lawful business, taxation, accounting, insurance, dispute, contract, safety, child-protection, fraud-prevention, copyright, evidence or legal purposes. Where deletion is not lawful or practical, Motley Media may restrict access, de-identify material or limit future use where appropriate.

5. Client and third-party rights

A request may involve material commissioned by a client, event organiser, school, venue, parent/guardian, performer, brand or third party. Motley Media may need to consider contractual obligations, consent records, public interest, safety, child protection, copyright, privacy, platform controls and applicable law before acting.

6. Outcome notice

Motley Media may confirm the action taken, request more information, refuse part of a request with reasons, offer an alternative remedy, or confirm that the relevant material could not be located.

7. No automatic admission

Receiving or responding to this request does not constitute an admission that Motley Media has breached any law, contract, privacy obligation, consent condition or professional obligation.

Internal handling item	Details
Motley Media reference number	[Internal completion]
Identity/authority verified	☐ Yes ☐ No ☐ Further information required
Material located	☐ Yes ☐ No ☐ Partly ☐ Pending
Action taken	☐ Removed ☐ Restricted ☐ Corrected ☐ Deleted ☐ De-identified ☐ Refused/partly refused ☐ Pending
Reason / notes	[Internal completion]
Completion date	[Internal completion]

Signature and Authorisation

Signing statement: Each person signing confirms that the information provided is true and complete to the best of their knowledge, that they have authority to submit this form where acting for another person or organisation, and that they understand Motley Media may rely on this form when assessing the request.

Requester / authorised representative	Motley Media & Digital Productions
Full name:	Full name:
Position / authority:	Position / authority:
Signature:	Signature:
Date:	Date: