



## Application to use the EPA's RIDonline Private system to report illegal dumping

### Instructions for completing this form

An **officer** with appropriate **management authority** should use **Part A** of this form to:

- apply to report illegal dumping using the EPA's RIDonline system and
- approve officers requiring access to RIDonline.

In making this application, the organisation warrants that:

- It will ensure that appropriate policies and procedures are in place to protect the integrity and security of the organisation's data within the EPA's RIDonline system.
- It will ensure that all personal information accessed or obtained from, or entered into, the RIDonline system is managed in accordance with the *Privacy and Personal Information Protection Act 1998*.
- It will ensure that access to RIDonline is restricted only to registered employees of the organisation.
- It understands that all information (including personal information) uploaded by it or by the EPA to RIDonline may be viewed by any individual from an organisation approved by the EPA, who is a law enforcement user.
- It understands that all information (excluding personal information) may be viewed by any individual from an organisation approved by the EPA, who is an 'other officer' user.
- 'Law enforcement' users have a law enforcement role and use the database for a law enforcement purpose.
- 'Other officer' users do not have a law enforcement role and will not access the database for a law enforcement purpose.
- It remains, at all times, responsible to the EPA for the content of its data within RIDonline.
- The EPA will not be liable for any loss or damage to the organisation arising from the organisation's use of RIDonline.

'Personal information' means personal information as defined in the *Privacy and Personal Information Protection Act 1998*.

'Law enforcement user' means those users nominated by their organisation as having a law enforcement purpose, for the purposes of the *Privacy and Personal Information Protection Act 1998*. Law enforcement users can view all data submitted by all organisations, including personal information.

'Other officer' user means those users nominated by their organisation as not having a law enforcement purpose, for the purposes of the *Privacy and Personal Information Protection Act 1998*. Other officer users are able to view all data from or assigned to all organisations, except personal information (including for example, offender and complainant name, address and vehicle registration numbers).

Once approved by the EPA, this application will enable the officers registered within an organisation to use RIDonline to the extent their access permits.

## Part A: Approval of RIDonline users and their roles

(To be used when initially assigning users)

I, \_\_\_\_\_ CEO/company secretary/general manager  
of \_\_\_\_\_ (the organisation)

hereby apply to use the EPA's RIDonline system and approve officers of my organisation to use RIDonline Private in the roles as listed in Part B.

Name of organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Further:

- I certify that I am authorised by this organisation to give this approval.
- I undertake to notify the EPA immediately should this approval requires amendment or revocation or should any of the nominated officers ceases to be an employee of the organisation.
- I understand that the EPA will issue to each nominated officer a user identification name and password to enable them to access the EPA's RIDonline system at either 'law enforcement' access level or 'other officer' access level.
- I understand that the investigating officer's name and agency name will be disclosed in the database and all registered users (both 'law enforcement' users and 'other officer' users) from any organisation will be able to view the information in RIDonline.
- I agree to the terms and conditions attached to the registration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part B: User Registration – to be completed and signed by users

Name of officer, organisation (mandatory) and direct phone number (add as required)	I agree to my name being disclosed in RIDonline Private (mandatory)*	Email address (mandatory)	Home address (optional)	Home phone/mobile (optional)	I agree to the terms and conditions attached to the registration (mandatory)	User level**: 'law enforcement' or 'other officer'
	Yes/No					
	Yes/No					
	Yes/No					
	Yes/No					

\*Officer names are only displayed in RIDonline private and are only viewable by other officers.

\*\*If you have registered as a 'law enforcement' user, please indicate below if you are an authorised officer and under which legislation:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Detail (e.g. if authorised officer, under what legislation): \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Detail (e.g. if authorised officer, under what legislation): \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Detail (e.g. if authorised officer, under what legislation): \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Detail (e.g. if authorised officer, under what legislation): \_\_\_\_\_

**Send the completed form to:**

[illegaldumping.strategy@epa.nsw.gov.au](mailto:illegaldumping.strategy@epa.nsw.gov.au)

or

Attention: Illegal Dumping Coordination Unit  
Waste & Resource Recovery  
NSW Environment Protection Authority  
PO Box A290  
Sydney South  
NSW 1232

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