Administrative access form

Documents held in schools

**Information Privacy:** The Department of Education and Training is collecting your personal information in accordance with the *Information Privacy Act 2009* and section 426 of the *Education (General Provisions) Act 2006* in order to consider your request for access to records held at a state school. The information will only be accessed by authorised employees within the relevant school or regional office. Your information will not be given to any other person or agency unless you have given the Department permission or we are authorised or required by law.

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| --- | --- | --- | --- | --- | --- |
| Date requested: | | | | | /     /20 |
| **Type of Access**:  Person seeking their own personal information:  Yes  No  Person seeking someone else’s personal information:  Yes  No  Someone acting on behalf of someone else:  Yes  No  Person seeking access to non-personal information:  Yes  No | | | | | |
| **Applicant Details:** | | | | | |
| Surname or family name of applicant: |  | | Contact Phone: |  | |
| Given name: |  | | Postal Address: |  | |
| Email address: |  | | | | |
| Name of **person who is the subject of the requested information**: |  | | | | |
| **Description of the information sought:** | | | | | |
| **Verification of Identity:**  Have you attached copies of documents to verify your identity? *(current passport, birth certificate or current drivers licence)*  Yes  No | | | | | |
| **Are you aware and approve of the fees associated with your request?**  Yes  No | | | | | |
| **Written Authorisation:**  If you are an agent, parent, solicitor or third party applying, have you provided evidence of your authority to act on behalf of that person?  Yes  No  Not applicable | | | | | |
| **Restrictions:**  Are you aware of any existing court order that may restrict your access to this information?  Yes  No | | | | | |
| **Signature:** | | **Date:**      /     /20 | | | |