

INFORMATION REQUEST FORM

This is a request for access to personal information under the Privacy Act 1988.

About you

Last Name:	Given Names:
Date of Birth:	Contact Number:
Email:	
Address:	
State:	Post Code:
If name and/or address has changed since your dealings with ET Australia, please provide the previous relevant details below.	
Last Name:	Given Names:
Address:	
State:	Post Code:
* Verification of Name Change such as Marriage or Name Change Certificate will be required.	

Identification

It is essential that you provide proof of identification with your request form.

Your options are:

- a) a photo of either your driver’s licence or passport with your photo ID next to your face.
- b) you can bring your photo ID in with you in person for an ET Australia Representative to sight.

Another person, such as a legal guardian or an authorised agent, can also make a request to access your personal information. If you have given someone the authority to access your information on your behalf, please provide their details below.

Authorised person or organisation

Last Name:	Given Names:
Email:	Contact Number:
Organisation Name (if applicable):	
Address:	
State:	Post Code:

Information you want to access

What records/information do you, or the authorised person want to access? Please include as much detail as possible (mention training program details; dates or periods of training; etc.)

Please indicate how you wish to access the personal information

- Just look at the information * Email Post Via phone

* You will be required to have an ET Australia representative with you at all times. The information we hold is required for contractual and compliance purposes and cannot be taken with you.

Please note, requesting personal information is free. However, ET Australia Training College has the right to charge for providing access, but this charge can't be excessive. In the case when there will be a charge, ET Australia will advise of the likely amount of the charge when the request is made and the reasons for the charge. ET Australia Training College will also discuss options for changing the request to minimise the charge eg by changing the way the information is made available – by email rather than post.

The charge may include the cost of:

- staff searching for, locating and retrieving the requested information, and deciding which personal information is relevant to the request.
- staff reproducing and sending the personal information.
- the postage or materials involved in giving access.
- using an intermediary, if necessary.

Declaration

In signing below, I declare that the details and identification I have provided are true and correct.

Signature:

Date:

Please complete this form and email it to: training@etaustralia.com or bring it to the ET Australia Training College.

Please allow up to 14 days for your request to be actioned.

INTERNAL USE ONLY

- Identification Check Completed** **Date Completed:**
- ID Certified or Original Sighted (copy attached)** **Type of ID:**
- ID Number:**
- Request Recorded on TEAMS**

Signature of ET Australia Representative: