

ACCESS TO RECORDS REQUEST

INSTRUCTIONS:

- Please fill out this form using BLOCK letters and attach a copy of your ID (e.g. drivers licence).

Privacy Statement

MTC Australia collects, holds, uses and discloses personal information (including sensitive information) in accordance with the Privacy Act 1988, the Australian Privacy Principles and requirements laid down in MTC's contracts as a service provider to the Commonwealth Government. You have the right to: access and update or correct the personal information that MTC Australia holds about you, and enquire or complain about the way personal information is being handled. For more details, refer to the MTC Privacy Policy.

Student's Name:

Address:

Phone Number:

Email:

Course Name (e.g. Certificate II in Business):

I would like to request access to records of my (please tick):

☐ Enrolment

☐ Assessments outcomes

☐ Attendance

☐ Fee payments

I would like to view the record(s) (please tick):

☐ In original hardcopy at an MTC campus

☐ A report from the MTC database

Please briefly explain the reason for your request.

Declaration

I understand that if I choose to view my records in original hardcopy a MTC staff member will be present and that under no circumstances may I take any documents/evidence from my file.

Signature:

Date:

PLEASE SUBMIT THIS FORM TO MTC AUSTRALIA WITH A COPY OF YOUR ID ATTACHED

OFFICE USE ONLY

Please tick

☐

Proof of identity verified **AND**

☐

Report of records emailed/posted to student **OR**

☐

Confirmation phone call/email made to arrange viewing

Viewing Date:

Viewing Time:

Assigned Staff Member's Name: