

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 an 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
 - Confirmation phone call/email made to arrange viewing
 - File Note added to client record on JR (Notes) – Records Provided
 - Remove/blackened out any information about another person
 - Do not provide copies of any medical (including psychiatric and psychological records) other than records actually supplied by the person to whom access is being provided
 - Do not provide information provided by other third parties

Viewing Date:

Viewing Time:

Assigned Staff Member's Name: