

## Request for Access to Individual Records Form

### Information and Instructions:

Under the College's 'Privacy Policy', individuals have a right to request access to their personal information and to request any amendment where information is considered incorrect. To request access, complete this form, sign the declaration and submit to the College by post, email or in person at reception.

Access to records will require proof of identity (photo identification). Following access to individual records, a request to correct or update personal information may be made using the College's *Request for Amendment to Personal Information Form* available on the College's website at [www.tlkcc.com.au](http://www.tlkcc.com.au).

### Applicant's Details:

<b>Your name:</b>	
<b>Date of birth:</b>	
<b>Address:</b>	
<b>Phone:</b>	
✓ <b>Type of record:</b>	<input type="checkbox"/> Student Records <input type="checkbox"/> Other Individual Records (Specify):.....

### Details of your course or program (if a student):

<b>Course or unit title:</b>	
<b>Start date:</b>	
<b>End date:</b>	
<b>Date certificate issued (if completed):</b>	

**Fee to view your file:** Nil.

### Applicant declaration:

I am requesting to view my individual records. I am aware that I will need to clearly establish my identity as and when needed (e.g. photo identification) to view my file. I understand that my records are legally required to be kept on file and cannot be released, but I can view them at College premises by appointment in the presence of administrative personnel at an arranged date and time.

Please contact me to arrange a time and date for this purpose.

**Name:** \_\_\_\_\_

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Office use only:

Received by: (Office use only) _____	Date: (Office use only) _____
Individual contacted and appointment date/time set for: _____ Arranged by: _____	
File viewed at: _____ on (date/time): _____ in presence of: _____	
Note: this form filed with individual's records.	