

Personal Information Protection Act 2004

Request for Release of Personal Information



| Applicants Details: | |
|--|---|
| Title: | Eg. Mrs, Miss, Mr, etc. |
| Full Name: | |
| Previous names: | Please include any previous names you may have been known by, including maiden name |
| Date of Birth: | |
| Postal Address: | |
| Mobile/Telephone: | |
| Email: | |
| <p>In seeking access to your own personal information, you must provide proof of identity in the form of the following (Please tick and provide copy of the evidence).</p> <p><input type="checkbox"/> Driver's licence</p> <p><input type="checkbox"/> Passport</p> <p><input type="checkbox"/> Birth certificate</p> <p><input type="checkbox"/> Other (please specify)</p> <p><input type="checkbox"/> Applicant is seeking access to copy of their personal information and has consented to agent acting on their behalf (If ticked please complete the below 'Consent to Release Requested Personal Information').</p> | |
| <p>Consent to Release Requested Personal Information:</p> <p>I (Name) _____ give the Department for Education, Children and Young People authority to release information requested, to my agent (Name of agent) _____ and to make necessary enquiries to access information which is held by the Department for Education, Children and Young People.</p> | |
| Agent Details: | |
| Mobile/Telephone: | |
| Email: | |
| Postal Address: | |
| <p>Agent's proof of Identity (Please tick and provide copy of the evidence).</p> <p><input type="checkbox"/> Driver's licence</p> <p><input type="checkbox"/> Passport</p> <p><input type="checkbox"/> Birth certificate</p> <p><input type="checkbox"/> Other (please specify)</p> | |
| Details of information sought: | |
| <p>Please write a summary of the information you are wanting to obtain from the Department:</p> <p>_____</p> | |

| |
|---|
| <p>I am seeking the above information for the period: from _____ to _____</p> <p>List all school/s / college/s attended: _____ Date/s attended: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| Signature and declaration: |
| <p>I declare that the information I have provided on this form is true and correct</p> <p>Applicant Signature: _____ Date: _____</p> |

Application for Request for Release of Personal Information

A completed application is to be sent to Legal Services within the Department for Education, Children and Young People (the Department) via:

- email: legal.services@decyp.tas.gov.au; or
- post: GPO Box 169, Hobart TAS 7001.

Information about requests for release of personal information

- Under the *Personal Information Protection Act 2004* you can request access to your personal information that is held by the Department.
- There is no application fee for requesting access to your personal information.
- The Department’s Personal Information Protection Policy is available at <https://www.decyp.tas.gov.au/about-us/legislation/personal-information/>
- You must provide enough detail in your application, and proof of identity, for the Department to search for your personal information.
- The Department acknowledges that some personal information may no longer be held, eg. records disposed of under legislation, records destroyed by natural disaster, etc.
- If you are unsatisfied with the handling or outcome of your request, you can lodge a further request in writing to Legal Services (same contact options outlined above).
- If you remain unsatisfied with the Department’s handling or outcome of your request, you can contact the Ombudsman Tasmania:
 - telephone: 1800 001 170 (free call from a landline nationally); or
 - email: ombudsman@ombudsman.tas.gov.au; or
 - post: Ombudsman Tasmania, GPO Box 960, Hobart TAS 7001.

Application to Correct or Update Personal Information

If you consider your personal information to be incorrect, incomplete, out-of-date or misleading, you can request that the information be corrected by completing the form at:

<https://www.decyp.tas.gov.au/about-us/legislation/personal-information/>