



## ***Privacy and Personal Information Protection Act 1998*** **ACCESS APPLICATION**

Please complete this form to apply for access to personal information about you held by the University of Sydney under the *Privacy and Personal Information Protection Act 1998* (PPIP Act).

If you need help completing this form, or if you would like to speak with us before submitting this form, please contact the Right to Information Officer on 9351 4263 or visit [our website](#).

You can send your completed form to us via email at [privacy.enquiries@sydney.edu.au](mailto:privacy.enquiries@sydney.edu.au), or by post to:

The Right to Information Officer, Archives and Records Management Services  
c/- Archives A14  
The University of Sydney 2006

### **Your details**

Title                      First Name    Last Name

We may contact you to verify your identity before we begin processing your request.

Please provide your preferred method of contact.

Email

I agree to receive correspondence at this email address.

Postal address

Suburb

State

Postcode

Contact phone number

University of Sydney Student or Staff ID (if applicable)

Date

## **Information you want access to**

Please describe the information you want access to in enough detail to allow us to identify it.

It will assist us if you can provide the following information (if known):

- when the information was created or received by the University (approximately)
- the person, University office or department that holds the information

Attach additional pages if necessary.

## **Form of access**

We will give you an electronic copy of any information we release, unless you require or request access in another form (such as inspection of documents).

## **Application fee**

There is no application fee for access requests under the PPIP Act.

## **Privacy**

The supply of the information on this form is voluntary, but if you do not provide all the information requested, the University may not be able to process your request.

The information on this form will be used by the University to process your application.

We will not disclose the information on this form to anyone else outside the University without your express consent, or where required or authorised by law.

Any enquiries regarding access to, or correction of, personal information about you held by the University should be addressed to the Privacy officers at [privacy.enquiries@sydney.edu.au](mailto:privacy.enquiries@sydney.edu.au)