Application for access to personal information held by the University of Sydney

Please complete this form to apply for access to personal information held by the University about you under the *Privacy and Personal Information Protection Act 1998* (NSW). Signed completed forms can be emailed to privacy.enquiries@sydney.edu.au or posted to: The Privacy Officer, Archives & Records Management Services, A14, University of Sydney, NSW, 2006. For help in filling out this form: privacy.enquiries@sydney.edu.au.

**Your details**

<table>
<thead>
<tr>
<th>Full name</th>
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<tbody>
<tr>
<td>Postal address</td>
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<tr>
<td>Contact phone number</td>
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<td>Email</td>
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**Information sought**

I request access under s.14 of the NSW *Privacy and Personal Information Protection Act 1998* to the following personal information about me held by the University of Sydney:

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**Proof of identity**

☐ University of Sydney staff or student number: ...........................................

If you are not a current staff member or a current student, please provide a certified copy of one of the following documents:

☐ Current Australian driver’s licence (with photograph, signature and current address)  Current

☐ Australian passport

☐ Other proof of signature and current address details

Signature: ................................................................. Date: ......................................

The supply of the information 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’s Privacy staff to process your application and will not be disclosed outside the University without your express consent except 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 the above address.

(Nov 2020)