



Government Information (Public Access) Act 2009 **ACCESS APPLICATION**

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act).

If you need help completing 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 gipa.enquiries@sydney.edu.au, or by post to:

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

Your details

Title

First Name

Last Name

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

Government information

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

Include the date range for the information you are seeking, and if known, the person, University office or department which holds the information. Attach additional pages if necessary.

Do you want access to information to or from yourself?

Yes

No

If you are seeking your own personal information, we may contact you to verify your identity.

Personal information of third parties

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, the University may be required to consult with third parties before deciding your application. The purpose of this consultation is for the University to determine whether the third party has an objection to disclosure of some or all of the information being requested.

Do you want access to the personal information of third parties?

Yes

No

Do you consent to your identity as an applicant being disclosed to the involved third party?

Yes, I consent

No, I do not consent

Form of access

Access to information to be released will be by electronic copy of the information unless access in another way (such as by inspection of the documents) is required or requested.

Application fee

An application is not a valid application until a \$30 application fee is paid.

Payments can be made through our [Payment Portal](#).

Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the University's publicly available [disclosure log](#).

Do you object details about your application being published on our disclosure log?

Yes

No

Your personal information will not be published in the disclosure log.

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 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 privacy.enquiries@sydney.edu.au