



## REQUEST FOR ACCESS TO OR CORRECTION OF PERSONAL INFORMATION V1.1 2023-07

### 1. Important information

As a former student of Brisbane Grammar School ('**School**'), you have the right to request access to any personal information which the School holds about you and, if relevant, ask the School to correct any inaccuracies.

To make a request to access and/or correct any personal information the School holds about you, please complete and return this form via email to [communityrelations@brisbanegrammar.com](mailto:communityrelations@brisbanegrammar.com).

We ask that you provide full details of the information you seek to access and/or correct, together with satisfactory proof of your identity. This information will assist us in verifying your identity and ensuring your personal information is not disclosed to anyone else.

Importantly, the School is bound by the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) ('**Privacy Act**'). The personal information collected by the School from you in this form will only be used by the School for the primary purpose of collection, and generally for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented. Your personal information will be managed in accordance with the School's *Privacy Policy and Standard Information Collection Notice* (available at [brisbanegrammar.com](http://brisbanegrammar.com)) ('**School's Privacy Policy**').

Making a request is free, however, the School may charge a reasonable fee to cover the cost of locating, retrieving, reviewing and copying any material requested. The fee will not be excessive, and the School will advise the likely cost in advance.

We will allow access to any personal information or make the changes requested unless we consider the Privacy Act or another relevant law requires us to withhold the information, or not make the changes. If we cannot provide you with access to the requested information or to correct it, we will provide you with written notice explaining the reasons for refusal. If we refuse you access to information or to correct your personal information, you can make a complaint about this, by following the complaint procedures in the School's Privacy Policy.



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## 2. Former student's details

Title: \_\_\_\_\_

Given name/s: \_\_\_\_\_

Family name: \_\_\_\_\_

Full name/s during period of enrolment at the School: \_\_\_\_\_

Grades and years of attendance at the School: From: \_\_\_\_\_  
To: \_\_\_\_\_

Name of parent(s) / guardian(s): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Current street address: \_\_\_\_\_

Suburb / Town: \_\_\_\_\_

Postcode / ZIP: \_\_\_\_\_

State / Province / Region: \_\_\_\_\_

Country: \_\_\_\_\_

Last address during period of enrolment at the School: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Email address: \_\_\_\_\_



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### 3. Information requested

Please select the information you are requesting from the following categories:

| Category                | Grade and Year (e.g. Grade 12, 2015) |
|-------------------------|--------------------------------------|
| Semester 1 Report Card  | _____                                |
| Semester 2 Report Card  | _____                                |
| Statement of Attendance | _____                                |
| Other:                  |                                      |

### 4. Correction of information

Details of any information you request to be corrected:

### 5. Proof of identity

Before we can give you access to any personal information, we must be satisfied of your identity. Please provide a certified copy of one of the following documents as proof of your identity:

Current driver licence

Valid Australian or foreign passport

Adult proof of age card

Birth certificate or extract

If you have changed your name since you attended at the School, please provide a certified copy of **one** of the following additional documents as proof of your identity:

Marriage certificate

Official change of name certificate

Copies of the documents must be current and certified as a true copy of the original by a qualified Justice of the Peace, Commissioner for Declarations, lawyer, or notary public.



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If you currently live overseas, you may use the local equivalent for the proof of identity items listed. If your overseas ID is not in English, you need to provide a translation from a translator accredited by the National Accreditation Authority for Translators and Interpreters.

### 6. Delivery details

We will respond and send the requested information to your nominated email address. Please select from the following options:

I would like the School to respond and/or email the requested information to the address I gave above.

I would like the School to respond and/or email the requested information to the following address:

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### 7. Confirmation and acknowledgement

I confirm that I am the student identified in this form, I am over the age of 18 and I am requesting access to and/or correction of my own personal information.

I confirm to the best of my knowledge, the information supplied by me in this form is true, correct and complete in every respect. I acknowledge that providing false, incorrect, incomplete or misleading information may result in delays in processing my request.

I acknowledge that I have read and understood the School's Privacy Policy (available at [brisbanegrammar.com](http://brisbanegrammar.com)).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_