

RECORDS ACCESS OR UPDATE REQUEST FORM

Records Access or Update Request Form	
Requester Name:	
Contact Phone:	
Contact Email:	
Individual to whom this request relates: <i>(whose personal information record do you wish to access or update)</i>	
Individual's Name:	
Date of Birth:	
Residential Address:	
Reason for access	If you are not the individual to whom the record relates, please outline your reason for requesting access and why you believe you are authorised to have access to the individual's personal information?
Records Access – I request access to the following records:	
Information Description:	<i>Please describe the information you wish to be provided with.</i>
Format Requested:	<i>What format / method would you like us to use to provide access to you? Electronic /hard copy?</i>
Reason for access	<i>If you are not the individual to whom the record relates, please outline your reason for requesting access and why you believe you are authorised to have access to the individual's personal information?</i>
Records Update – I request that the following records information is updated:	
Information Update Description:	<i>Please provide the updated information you wish to be applied to all personal information records we hold.</i>
<p>In making this request, I understand that Academy Green Learning (AGL) RTO will confirm the identity of parties involved in the request, assess the request made and either action or refuse my request within 30 calendar days. If refusing my request, Academy Green Learning RTO will provide this notification in writing with further information on the reasons and options in that situation.</p> <p>I understand that any records updates may also be forwarded to any third parties such as Government departments that Academy Green Learning RTO has previously provided the original information to, so that these parties may also update any relevant information.</p>	
Requester Signature:	Date: