



## Application for Access to Personal or Health Information

You can request to access to personal or health information about you under s14 of the *Privacy and Personal Information Protection Act 1998* (PPIPA) or s26 of the *Health Records and Information Privacy Act 2001* (HRIPA) without unreasonable delay or expense. Requests must be made in writing, using this form. If you need help in filling out this form, please visit the University's privacy pages for more information and contact details (<http://www.mq.edu.au/privacy>).

Once completed, post this form to:

Privacy Officer, Macquarie University NSW 2109, Australia or email to the Privacy Officer at [privacy@mq.edu.au](mailto:privacy@mq.edu.au)

### Applicant's details

Title	
Surname	
First Name	
Postal Address	
Telephone number	
Email address	
Student / Staff ID	

### Consent for access

When seeking access to personal or health information, an applicant must provide proof of identity in the form of any one of the following documents:

- Australian driver's licence – with photograph, signature and current address
- Current Australian passport
- Other proof of identity and current address details

Where you are a third party requesting access to personal or health information regarding another individual, signed consent to request this information is also required in addition to the above identification verification before your access request can be assessed.

Consent attached?

- Yes
- No
- Not applicable – request for own information

**Further information**

So we can more efficiently direct your query please provide the following information:

Type of information requested:

Relationship to University:

If External are you requesting information due to the following:

Please detail your request for personal information about you held by the University:

Applicant's signature:

Date:

Privacy statement: you are not required to provide the information sought on this form, 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 staff in order to process your request 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, your personal information held by the University or privacy complaints should be addressed to the Privacy Officer.