

GIPA Act Form – Application for access or internal review

Please contact the Information Access Officer on (02) 6620 3072 or email privacy@scu.edu.au for assistance completing this form or to ask whether other options are available to you.

1. Applicant Details

Given Name/s			
Last Name/s			
Postal Address (mandatory)			
Telephone/s		Facsimile	
Email			
Preferred method of communication	Email	Telephone	Post

2. Application Type

I am making: <i>(please choose one option from the below)</i>		
Type of Application	Select One	Instructions
A new access application under section 41 of the GIPA Act		Please complete Part 3 of this form and read Part 5
An application for internal review of another decision under the GIPA Act*		Please complete Part 4 of this form and read Part 5

* Please contact the Information Access Officer if you are unsure whether you have a reviewable decision.

3. New Access Application

In accordance with section 41(c) of the GIPA Act, a **\$30 application fee applies**. There is no financial hardship waiver or reduction for the application fee but students, concession-card holders or not for profits are eligible for a 50% discount on processing charges. Payment options are described in section 5.

I would like: *(select one)* **Access to** or **Copies of**
the following information:

Please attach further pages, if required.

Southern Cross University (SCU) is collecting personal information in this form for the purpose of processing your application. Not all of the information in this form is mandatory but if you do not fully complete all relevant sections of this form, we may not be able to process your application efficiently. SCU is bound by the *Privacy and Personal Information Protection Act 1998* (NSW) and will only use or disclose your personal information as outlined in this form, or as authorised or required by law. SCU uses cloud computing to support its email service which means that your personal information, when sent by email, will be disclosed to our service provider overseas. SCU is satisfied that the countries in which the service provider operates have similar privacy laws to Australia. SCU's Privacy Management Plan is available online at <http://policies.scu.edu.au/view.current.php?id=00018#s1> To request access to or amendment of the personal information described in this form, please contact the Information Access and Privacy Officer at privacy@scu.edu.au

5. Return of Form, Fees and Supporting Documents

You can submit your application to the University by emailing it to privacy@scu.edu.au or by sending it to:

Information Access Officer
PO Box 157
Lismore NSW 2480

Payment can be made by cheque, money order or by payment into:

SCU's ANZ Bank Account BSB 012715 Account Number 837 687 158

If you transfer the funds to SCU's account, please use a distinctive reference for the transfer so that SCU can link it to your application and provide that reference ID to privacy@scu.edu.au