

This form is only for use by a person seeking to access information held by Catholic Education - Diocese of Rockhampton about a living person.

You must return this document, completed and signed, along with **certified** copies of all required documentation to the following address:

Privacy Officer
Catholic Education - Diocese of Rockhampton
143 West Street
ROCKHAMPTON QLD 4700
privacy@rok.catholic.edu.au

Part One: Your current details

Date of Birth:	Click or tap here to enter text.		
Title:	Click or tap here to enter text.		
Surname:	Click or tap here to enter text.		
Given Names:	Click or tap here to enter text.		
Postal Address:	Click or tap here to enter text.		
Suburb:	Click or tap here to enter text.		
State:	Click or tap here to enter text.	Postcode:	Click or tap here to enter text.
Country:	Click or tap here to enter text.		
Telephone number:	Click or tap here to enter text.		
Email:	Click or tap here to enter text.		

Part Two: Details of who you would like to authorise to access your information

I hereby authorise the following person to access the following information held by Catholic Education - Diocese of Rockhampton including any of its system schools, colleges and kindergartens (a full list of which can be accessed online at <<http://www.rok.catholic.edu.au/catholic-schools/>>).

Title:	Click or tap here to enter text.		
Surname:	Click or tap here to enter text.		
Given Names:	Click or tap here to enter text.		
Company:	Click or tap here to enter text.		
Relationship:	Click or tap here to enter text.		
Postal address:	Click or tap here to enter text.		
Suburb	Click or tap here to enter text.		
State:	Click or tap here to enter text.	Postcode:	Click or tap here to enter text.
Country:	Click or tap here to enter text.		
Telephone number:	Click or tap here to enter text.		

Email:	Click or tap here to enter text.
Please select requested records:	
Enrolment Register	<input type="checkbox"/>
Report Cards	<input type="checkbox"/>
Attendance Records	<input type="checkbox"/>
Counselling Records	<input type="checkbox"/>
Case Notes	<input type="checkbox"/>
Medical Records	<input type="checkbox"/>
My Complete Student File	<input type="checkbox"/>
Other: Click or tap here to enter text.	

Part Three: Declaration

I understand that by signing this form I am authorising a third party to access information held about me by Catholic Education - Diocese of Rockhampton and its system schools, colleges and kindergartens. I understand and acknowledge that:

- The third party can only access the requested information about me;
- Catholic Education - Diocese of Rockhampton holds no responsibility or liability in what the third party does with the information obtained about you;
- This authority is valid for this request only. Any additional requests for information will require a separate form; and
- If this form is received by the Catholic Education - Diocese of Rockhampton unsigned or incomplete, my request will not be processed.

Print full name (use BLOCK LETTERS)

[Click or tap here to enter text.](#)

Signature

Date (DD/MM/YYYY)

[Click or tap to enter a date.](#)

PRIVACY STATEMENT: By signing this form you consent to the Catholic Education - Diocese of Rockhampton collecting and using your personal information to manage your information and to comply with relevant legislation. If you do not provide this information, we may not be able to accurately manage your information.

CERTIFYING COPIES OF ORIGINAL DOCUMENTS

Catholic Education - Diocese of Rockhampton has strict measures in place to protect the information held about our students and the people who provide information to us.

To allow us to act on your authority, we will require a certified copy of your identification and any other documentation we may request to enable us to act on your authority.

These steps are taken to ensure that privacy is maintained in accordance with the Privacy Act 1988 and our Privacy Policy.

One: Proving your identity

To prove your identity, you must provide a total of 100 points of Australian or state-issued documents. You can use different combinations of documents to make up your 100 points, but you must include at least 1 primary document as part of your 100 points.

Primary Documents	Points
Australian visa	40
Birth certificate	50
Certificate of Australian citizenship	50
Driver licence	60
Passport	50
Secondary Documents	Points
Change of name certificate	40
Marriage certificate	40
Medicare card	40

Two: Certifying your documents is a three-step process

1. **Collect your original documents (as per table above)**
2. **Photocopy your original documents.**
3. **Certify your copies.**

Take your copies and your original documents to be certified. Each page must have 'certified true copy' stamped or written on it and must include the certifier's signature, printed name, qualification, contact phone number and the date. Only the following people may certify copies of original documents:

- Justice of the Peace
- Commissioner for Declarations
- Judge of a court
- Legal practitioner
- Magistrate
- Notary public officer
- Registrar or deputy registrar of a court