

# INFORMATION REQUEST FORM

**Date:**

**Attention: Training College Manager**

**Re: Privacy Act Request for Access to Personal Information**

This is a request under the Privacy Act 1988.

I request a copy of any records [or specifically named records] about me maintained at your Training College.

[Optional] To help you to locate my records, I have had the following contacts with ET Australia: [mention training program details, periods of training, etc.].

Enclosed is a certified copy of other identifying documentation that will verify my identity. [List the details of the identification documentation that is enclosed. Note: this must be certified by a Justice of the Peace].

Thank you for your consideration of this request.

Sincerely,

<b>Name:</b>		
<b>Signature:</b>		
<b>Address:</b>		
<b>Suburb:</b>	<b>State:</b>	<b>Postcode:</b>
<b>Telephone [Optional]:</b>		

**This form should be directed to the attention of:**

**ET Australia's TRAINING COLLEGE MANAGER**

**Mailed to:** ET Australia, PO Box 1296, GOSFORD, NSW 2250,

**Delivered to:** ET Australia, 123 Donnison Street, GOSFORD, or

**Emailed to:** training@etaustralia.com

Please refer to the ET Australia Privacy Policy under the Policies & Procedures section of this website regarding the handling of personal information.