

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 (<i>mandatory</i>)			
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 Parts 3 and 5 of this form
An application for internal review of another decision under the GIPA Act*		Please complete Parts 4 and 5 of this form

* 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

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Personal factors may be considered in the public interest test deciding what information to release/withhold.

I think the following personal factors and/or public interest considerations are relevant to my application:

Please note, evidence of personal factors or proof of identity documents may be requested at a later time

If some of the information you are requesting contains certain information about third parties (e.g. another person's personal or commercial information) SCU must consult with those third parties about the application.

I give permission for SCU to disclose to relevant third parties that I am the applicant, for that purpose:

Yes

No

SCU is entitled to charge a processing fee of \$30 per hour, in accordance with section 64 of the GIPA Act for some activities related to processing a GIPA Act application. The first 20 hours' processing time is free if you are applying to access your own personal information.

I request a 50% discount on processing charges (charged) because I:

Am a full-time student; or

Have a Commonwealth Pensioner Concession Card; or

Am applying as or on behalf of a Not for Profit; or

Believe the information I am applying for has the following special public benefit:

Please provide a scanned copy of evidence, if relevant

4. Application for Internal Review

A fee of \$40 applies (section 85(1) of the GIPA Act) unless you are replying for review of a "deemed decision", i.e. if SCU failed to decide your initial application within the required or an extended timeframe.

An applicant has 20 working days to apply for internal review but SCU can consider applications out of time.

I would like the following decision or deemed decision reviewed:

I am applying outside of the 20 working day period but I believe that the University should consider accepting my application because:

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

along with a copy of a Government-issued identity document or other proof of identity.

You can pay by cheque money order or by transfer to

Southern Cross University BSB 012715 Account Number 837 687 158

If you transfer the funds to SCU's account, please use a distinctive reference ID for the transfer and provide that reference on this form or email it to privacy@scu.edu.au so that SCU can confirm you have paid the application fee.