

## Request to Access Documents or Information

### Important information

Before submitting a completed form, please read this information carefully.

Incomplete, inaccurate, or illegible forms will not be processed.

Retain a copy of your completed form for your records.

In addition to the information collected in this form, BCE may request additional information from you to process your request.

### Requesting personal information under Australian Privacy Principles

Under the Australian Privacy Principle 12, an individual may request access to the information provided to, and held by, Brisbane Catholic Education (BCE). However, under the same principle, BCE is not required to give individuals access to personal information to the extent that:

- a. BCE reasonably believes that giving access would pose a serious threat to the life, health, or safety of any individual, or to public health or public safety; or
- b. giving access would have an unreasonable impact on the privacy of other individuals; or
- c. the request for access is frivolous or vexatious; or
- d. the information relates to existing or anticipated legal proceedings between the entity and the individual, and would not be accessible by the process of discovery in those proceedings; or
- e. giving access would reveal the intentions of BCE in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- f. giving access would be unlawful; or
- g. denying access is required or authorised by or under an Australian law or a court/tribunal order; or
- h. both of the following apply:
  - i. BCE has reason to suspect that unlawful activity, or misconduct of a serious nature, that relates to the entity's functions or activities has been, is being or may be engaged in;
  - ii. giving access would be likely to prejudice the taking of appropriate action in relation to the matter; or
- i. giving access would be likely to prejudice one or more enforcement-related activities conducted by, or on behalf of, an enforcement body; or
- j. giving access would reveal evaluative information generated within the entity in connection with a commercially sensitive decision-making process.

### Request processing time

BCE will endeavour to process requests within 30 working days. However, the time taken to process a request for information may vary significantly depending on the nature of the request, the availability of staff, and the time of the year.

### Proof of identity

If you are requesting your own or your dependant's (child who is under 18 years at the time of the request) personal documents or information, please include a certified copy of current photographic identification e.g., passport or driver's licence, to assist us in processing your request. Not any form of identification will be accepted.

If your current name differs from the name appearing on your requested records please include proof of name change e.g. marriage certificate or change of name certificate.

### Third-party requests

A third party may request access to your information held by BCE. However, BCE requires your written consent and evidence of your identification to be provided with this form.

Consent is not required for applications submitted by a parent or guardian who is requesting on behalf of a dependent i.e., their child who is under 18 years of age at the time of the request.

### Where to send this completed form

The completed form and proof of identification can be emailed to: [records@bne.catholic.edu.au](mailto:records@bne.catholic.edu.au)

or mailed to:

Records Management  
Brisbane Catholic Education  
GPO Box 1201  
BRISBANE QLD 4001

### Compliments and complaints

Compliments and complaints regarding BCE's request to access documents and information process should be provided to the addresses above.

# Request to Access Documents or Information Form

## Instructions

Type or write in English using BLOCK LETTERS. Tick where applicable. Forms that are incomplete, inaccurate, or illegible will not be processed. Please retain a copy of your completed form for your records.

## Part A: Applicant details

### 1. Your details

Family name	
Given name	
Email	
Mobile/phone	

### 2. If you requesting on behalf of another person

Provide the details of the person on whose behalf you are requesting:

Family name	
Given name	
Date of birth	
Mobile/phone	

Consent statement\*

I consent to Brisbane Catholic Education releasing the requested documents or information about me to the applicant in section 1 above.	
Signature	
Date	

\*Not required if you are requesting on behalf of a dependent i.e., your child who is under 18 years old.

### 3. Evidence of identity

Please attach a certified copy of one of the following:

- Passport
- Driver's licence
- Other (specify): \_\_\_\_\_

## Part B: Documents or information

### 4. Requested documents or information

Please provide as much detail as you can to help us quickly identify the documents or information you seek. For example: full name, previous names, date of birth, school or schools attended, years of enrolment / attendance, student ID number (if known) etc.


Please attach additional information, if required.

## Part C: Declaration

To be completed by the applicant named in section 1 above.

I declare that: I am aware that any person who provides false or misleading information, or who deceived or misleads, may lead to this request not being processed and possible legal action. I have read the information on the cover of this form. I understand that Brisbane Catholic Education may collect and hold the information provided in, and with, this form as outlined in the BCE Privacy Statement (on the BCE website).	
Signature	
Date	

## Part D: Checklist

Complete this checklist before submitting the form:

- Read the information on the cover page
- Form is complete
- Form is accurate
- Form is legible
- Certified proof of ID attached

<p><b>BCEO / School use only</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of Identity has been verified</li> <li><input type="checkbox"/> All identity documents in a physical or digital format have been disposed of in a safe and secure manner</li> </ul>
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