

Request for Access to Training Records

In compliance with the Privacy Amendment (Private Sector) Act 2000, CAL will only request personal information that is relevant to enrolment, employment or engagement as a contractor. CAL recognises the importance of confidentiality and for the purposes of administration and monitoring all records will be kept in secure, lockable storage for paper files and password protected access rights to computerised records. Each individual can request information held on file that is relevant to them. CAL will not release any information regarding other people without their written consent.

Please submit the completed form to Student Administration admin@collegeforadulthoodlearning.com.au

About You

Your details - please only provide the contact details that you are happy for our staff to use to contact you.

Name: Mr/Mrs/Miss/Ms/Dr

Mailing Address:

..... Postcode:

Email:

Mobile No:

Contact phone number during business hours: ()

Are you a CAL student/employing client/prospective student/other

Student Number

Your Request

Please state the information you are seeking:

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Please note that for the information to be identified you need to as clear as possible. Additional sheets can be attached if needed. No action will be taken unless this is signed.

Signed (applicant)

Date