

Privacy – Personal Information Request form

Under the Privacy Act 1988, every person has the right to request access to personal information about them held by Blended National Ltd. Some exceptions do apply.

Use this form to request access to personal information under the Privacy Act 1988.

Making a request

To assist us in processing your request, please ensure:

1. Your request is in writing (i.e. by completing this form);
2. You provide sufficient information about the personal information you are requesting so Blended National Ltd can identify and locate it; and
3. If you are lodging a request on behalf of another person, you provide proof that you are authorised to do so (for example, by completing the 'Your authority for representative to act' section of this form or providing a signed letter or copy of Power of Attorney documentation). Blended National Ltd may seek further information or documents from you to confirm you are authorised and to verify your identity.

For more information on making a request for personal information, visit the Office of the Australian Information Commissioner's (OAIC) website www.oaic.gov.au or contact our Privacy Officer – privacy@blendednational.edu.au.

After you submit a request

After you submit a request, Blended National Ltd will acknowledge the request within three (3) business days. Blended National Ltd may ask you to provide information or documents to verify your identity.

If access is denied, you will be informed, in writing, by the Privacy Officer. Blended National Ltd will take all reasonable steps to provide our decision to provide or refuse access to the information you request within a reasonable time and reserves the right to charge for any reasonable costs incurred in providing access to your personal information (for example, staff costs in locating the information and preparing it to be provided to you, and postage costs).

Privacy Statement

Personal information provided in this form will only be used for the purpose of processing the request, responding to any complaints made in relation to our decision whether to provide or refuse access to the personal information, or as otherwise permitted by law. If you do not provide all the information requested in this form, Blended National Ltd may not be able to consider your request (this will depend on the nature of the request).

Read more about our Privacy Policy on our [website](#).

A. Contact Details

Your Details (or the individual's details if you are making this request on their behalf)						
Title		First Name		Last Name		
Email Address						
Contact Number(s)						
Postal Address						
	Suburb		State/Territory		Postcode	
Preferred Contact Method		<input type="checkbox"/> Email		<input type="checkbox"/> Phone		<input type="checkbox"/> Mail
Do you need an interpreter?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what language?		
Details of your representative (if applicable)						
If you are using a representative like a parent, guardian, lawyer, or any other person who is acting on your behalf, please advise who they are. If you are completing this form as the applicant's representative, advise who you are.						
Title		First Name		Last Name		
Organisation (if applicable)						
Email Address						
Contact Number(s)						
Postal Address						
	Suburb		State/Territory		Postcode	
Preferred Contact Method		<input type="checkbox"/> Email		<input type="checkbox"/> Phone		<input type="checkbox"/> Mail
Do you need an interpreter?		<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what language?		
Your authority for representative to act (if applicable)						
Please complete this section if a representative is assisting you with your request. In some circumstances, Blended National Ltd may ask for additional proof of the representative's authority to act on your behalf. Blended National Ltd may also request that you or your authorised representative provide information or documents to verify your and/or your representative's identity.						
I give permission and authorisation for my representative to act on my behalf and have access to any information concerning my request.						
Applicant						
Name		Signature		Date		
Representative						
Name		Signature		Date		
Proof of identity						
Blended National Ltd may ask you to provide additional information or documents to verify your identity and, if you are making this request on behalf of the individual, your authority to do so (for example that you are the legal guardian, power of attorney or authorised agent).						
Proof of Identity provided		<input type="checkbox"/> Yes <input type="checkbox"/> No		Authority to act provided		<input type="checkbox"/> Yes <input type="checkbox"/> No

B. Personal Information you are requesting access to

Services provided				
<p>Whilst you have a right to request access to all your personal information BlendedED National Ltd holds about you, it may take a long time to respond to such a request. BlendedED National Ltd wants to work with you to provide you with the information you actually want, in a timely manner. If you are not sure how to frame your request, contact BlendedED National Ltd.</p>				
Relationship with BlendedED	<input type="checkbox"/> Young Person attends/attended BlendedED <input type="checkbox"/> Staff member works/worked at BlendedED <input type="checkbox"/> Other, please provide details:			
Date range Young Person commenced/attended BlendedED or Staff Member worked at BlendedED	Start Date		End Date	
School or site you engaged with				
What documentation are you requesting?				
If there is a specific event(s) you want information on, please specify				
Additional information				
<p>Please provide background or contextual information to assist BlendedED National Ltd in processing your request. This could include your reasons for seeking access to the document(s) and what you intend to do with the document(s). Providing additional information may assist BlendedED National Ltd to identify and locate document(s) relevant to your request.</p>				

C. Form of access

<p>Please tell BlendedED National how you would like to receive a copy of the personal information it decides to provide you. This might be inspecting the document(s), a printed copy sent by post, an electronic copy sent by email, or the document(s) printed to be picked up. If you would like to inspect or pick up the documents, please nominate which BlendedED School or National Office you would like to visit. BlendedED National Ltd will try to meet your request, but it may have to provide access in another way.</p>

D. Submitting your request

You may make your request to the Privacy Officer, BlendedED National Ltd by email or post:

Email	privacy@blendednational.edu.au
Write to	Privacy Officer BlendedED National Ltd, 74 Bridport Street, ALBERT PARK VIC 3206