Student Consent to Release Information Form - TAFE Queensland AccessAbility Services

This form is used to authorise TAFE Queensland's AccessAbility Services team to disclose your personal information to, and to discuss your learning needs with, nominated persons and/or organisations.

1. Student personal details

First name:		Last name:	
Student number:		Date of birth:	
Address:			

2. Details of third parties to whom disclosure is authorised

☐ TAFE Queensland counsellors

☐ TAFE Queensland educators and relevant faculty personnel

☐ TAFE Queensland Indigenous support officers

☐ Skills Disability Support (through the Department of Employment, Small Business and Training)

☐ Centrelink

☐ Auslan interpreting services (e.g. Deaf Services Queensland or another external provider of interpreting services for TAFE Queensland)

☐ Your parent(s), caregiver(s) and/or guardian(s):

☐ Other person or organisation (e.g. doctor, school, employment agency etc):

For each person or organisation named above, please provide their contact details.

3. Student authorisation

In signing below, I authorise TAFE Queensland to release relevant personal information about me and to discuss my learning needs with the individuals and/or organisations specified in section 2. I understand that, where authorisation is provided and no expiry date is specified, it is my responsibility to notify TAFE Queensland when I wish to withdraw my consent.

Date authority is to commence:	Date authority is to cease (if any):
Student's signature:	

If the student is under the age of 18:

Parent / guardian's name:		Parent / guardian's signature:	

4. Student identification

TAFE Queensland will require that you verify your identity using a form of photo ID (such as a driver's licence or passport) before your consent form will be considered valid. Options for verifying your identity include providing a certified copy of your photo ID, visiting a campus or using a video conference service to enable your photo ID to be sighted, or answering identity verification questions over the phone. Please note, if you are a student who is under the age of 18, a certified copy of your birth certificate or guardianship document must also be provided to evidence the identity of your parent or guardian as specified in section 3. Unless these identification requirements have been met, no personal information will be released.

OFFICE USE ONLY

Processed by:		Date:	
Student identification verified ☐		Authority form uploaded to SMS ☐	

Privacy Statement

TAFE Queensland is collecting your personal information on this form for the purpose of obtaining your authority to release personal information to, and discuss your learning needs with, nominated third parties. In accordance with the *Information Privacy Act 2009* (Qld), your personal information will only be accessed by staff employed by TAFE Queensland for this purpose. Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission or disclosure is otherwise permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at TAFE.Queensland@tafeqld.edu.au.

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