



Education

<b>Please send this form to:</b>	<b>Enquiries and contact</b>
<a href="mailto:GIPA@det.nsw.edu.au">GIPA@det.nsw.edu.au</a> or Manager, Right to Access Department of Education GPO Box 33 Sydney NSW 2001	Right to Access T: 02 7814 3525 Email: <a href="mailto:xxx@xxx.xxx.xxx.au">xxx@xxx.xxx.xxx.au</a> Website: <a href="https://education.nsw.gov.au/about-us/rights-and-accountability/information-access">https://education.nsw.gov.au/about-us/rights-and-accountability/information-access</a>

## Government Information (Public Access) Act 2009 – GIPA Act ACCESS APPLICATION

*Before you fill in this form please read the department's agency information guide at <https://education.nsw.gov.au/about-us/rights-and-accountability/information-access> and look to see whether the information you want is already available on our website. If in doubt, contact Right to Access and ask them if the information is already available or can be made available without a formal access application under the GIPA Act.*

### Applicant details

**Family name:**  **Title:** Mr / Ms / other

**Other names:**

**Postal address:**   
(compulsory)

**Postcode:**

**Day-time telephone:**  **Mobile:**

**Email:**

I agree to exclude from the scope of my application the personal information of any third parties for whom I have not provided authority.

I agree to the release of my/my client's/my child's name to any third parties the department may need to consult as part of my application. I understand that not agreeing could affect the outcome of my application.

Have you made an application for the same or similar information from another agency? Yes    No

Name of other Agency:

### I would like the following information from the department:

**Note:** For your application to be processed, you need to provide enough details for us to identify the information you want. For help go to the above website or contact Right to Access.

Please give the date range the information is to cover: ..... to .....

**Optional:** My reason for making this application:

### Application Fee \$30

Attach Credit Card payment (last page of this document contains credit card payment form) (preferred) or pay the **\$30 application fee** by cheque or money order made out to: **NSW Department of Education**

## Personal Information

I am seeking the personal information of:

Myself

My child

My client

My/child's/client's date of birth is:

DE Staff ID number (if relevant):

Proof of identify, proof of relationship and written authority has been provided where relevant.

### If seeking school records

\*Name of last NSW government school attended:

Last school year:

**\* If the last attended NSW government school name is not provided your application will be considered invalid.**

## Proof of Identity and authority required for personal information

Proof of identity is required when requesting personal information in order to comply with privacy requirements. Please provide a copy of the following documents with your application for yourself, your client or your child.

Applying for own records	Applying for own child's records	Applying for client/third party's records
Signature ID Current Australian photo driver's licence, Australian passport, or other proof of name, signature and current address details	Parent/carer signature ID ID with proof of relationship (Medicare card or birth certificate showing both parent/carer and child names) Child's authority form for counselling records (if over 12 years old)	ADULT Client/third party's ID Client/third party's authority CHILD Parent/carer signature ID Proof of relationship (Medicare card or birth certificate showing both parent/carer and child names) Client/third party's authority Child's authority form for counselling records (if over 12 years old)

## Form of access

We will provide you with a copy of the released information electronically where possible. Please advise if you require access in another way.

## Processing charges

You may be asked to pay a charge for processing the application (\$30 per hour). If a charge applies, we will provide you with an estimate of the total payable before charges are incurred.

In some circumstances the processing charge may be reduced. If processing charges apply you may wish to request a reduction, if so please provide evidence of why you are doing so. A 50% reduction automatically applies to holders of a current Pensioner Concession Card issued by the Commonwealth, full-time students and non-profit organisations.

## Signature and declaration

I declare that the information I have provided on this form is true and correct.

Signed

Date

### Privacy Notice

The information provided on this application form is being obtained for the purpose of processing your GIPA application. Providing this information is required by law. It will be stored securely. If you do not provide all or any of this information it could prevent or delay the processing of your GIPA application.

## DEPARTMENT OF EDUCATION - Credit Card Payment Form

Enter the details of the payment below. All information with an asterisk \* is mandatory.

*	<b>Family Name:</b>		Family name of person making the application
*	<b>Given Name:</b>		Given name of person making the application
*	<b>Cardholder name:</b>		Name on Credit Card
*	<b>Card Number:</b> Please print clearly	- - - - - - - - - - - - - - - -	
*	<b>Card Type:</b>	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	or  only
*	<b>Card Expiry Date:</b>	/	e.g. 05/30
*	<b>Amount:</b>	\$	<b>An application fee under the GIPA Act is \$30</b>
	<b>GIPA Number:</b> GIPA- _____ - _____	<b>Paying:</b> Application Fee payment Advanced Deposit Processing Charges Balance Processing Charges Processing Charges – Total Amount	
Receipt will be sent to the address provided on your GIPA application.			

### Merchant Details

Merchant Name:	Department of Education
ABN:	403 0017 3822
Address:	GPO Box 33 SYDNEY NSW 2000
Email Address:	<a href="mailto:xxxx@xxx.xxx.xxx.xx">xxxx@xxx.xxx.xxx.xx</a>
Phone:	(02) 7814 3525
Website:	<a href="https://education.nsw.gov.au">https://education.nsw.gov.au</a>

**This form will be securely stored until payment has been confirmed. Once payment is confirmed, the credit card information will be destroyed according to department procedures.**

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