

This form is to be completed by students wishing to grant third party access to their TAFE QLD Student Records. **Please ensure that your personal and address details on our database are correct.**

Please fill in all details on this form, sign and return to the Institute for action.

### STUDENT DETAILS (Student granting access to records)

Student Number \_\_\_\_\_

Student Given Name/s \_\_\_\_\_

Student Surname \_\_\_\_\_

Student Date of Birth \_\_\_\_\_

### THIRD PARTY DETAILS (Party nominated to gain access to records)

Third Party Full Name \_\_\_\_\_

Third Party Date of Birth \_\_\_\_\_

Third Party Relationship  
(e.g. parent, employer) \_\_\_\_\_

### ACCESS LEVEL (please tick)

- Full Access (leave other boxes blank)
- Personal Details
- Attendance Records
- Enrolment Records
- Financial Account
- Results of Assessment
- Award Documentation
- Other (please specify) \_\_\_\_\_

I understand that the nominated third party on this form will be recorded on the Institute Student Administration System (ISAS) and must be able to supply the details provided on this form to access the appropriate account. I also understand that the third party nominated will have access until I request for the access to be removed.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

The data collected on this form is subject to Departmental Privacy Compliance. Please ensure that information is recorded accurately, stored and archived appropriately to ensure full compliance