

## Application for access to personal or health information

Application under the *Privacy and Personal Information Protection Act 1998* and/or *Health Records and Information Privacy Act 2002* for access to the applicant's personal and/or health information.

### Applicant details

Name.....Title: Mr/Ms/other .....

Postal address .....

State ..... Post code .....

Email ..... Phone no. ....

### Access and cost

Under the privacy legislation you have a right to access personal or health information concerning you that is held by the NSW Education Standards Authority (NESA).

With the exception of information which is provided on a fee for service basis<sup>1</sup> you are entitled to access your personal or health information without excessive cost or delay.

NESA may refuse to process your application in part, or in whole, if there is an exemption under the legislation that restricts disclosure of the information sought.

You have the right to request an internal review by NESA of a decision in relation to your application for access. A request for internal review can be sent to the address below.

### Proof of identity

When seeking access to your, your child's or another person's personal or health information on their behalf, you will be required to provide proof of identity. This requirement will be met by providing a copy of one of the following documents:

- Australian driver photo licence showing current address, or
- Current Australian passport, and current address details, or
- Other proof of name, signature, relationship to the person on whose behalf you are acting (such as Medicare card or birth certificate) and current address details.

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<sup>1</sup> Replacement Certificates and HSC results services are available on a fee for service basis. See NESA's [Agency Information Guide](#) for details.

## Information requested

- I am seeking my own personal and/or health information.
- I am seeking personal and/or health information about my child or a person for whom I am legal guardian.<sup>2</sup>
- I am seeking personal and/or health information on behalf of another person other than my child.<sup>3</sup>

I am seeking information on behalf of another person other than my child for the following reason/s:

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.....  
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I am seeking access to the following information held by NESA: [complete information on a separate page if needed]

.....  
.....  
.....  
.....

I am seeking the above information for the time period from ..... to .....

## Submit your application

You can send your application to the part of NESA holding the information or to the Access and Privacy Officer by email at [privacy@nesa.nsw.edu.au](mailto:privacy@nesa.nsw.edu.au) or by mail to:

Access and Privacy Officer  
NESA  
GPO Box 5300  
Sydney NSW 2001

## 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 form is being obtained for processing your application for access to information. Providing this information is required by law. It will be stored securely. If you do not provide all or any of this information, it may prevent or delay the processing of your application.

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<sup>2</sup> Please provide evidence of your relationship with the person whose personal information you are requesting, if NESA does not already hold that information.

<sup>3</sup> If you are applying on behalf of another person other than your child or a person for whom you are legal guardian, please provide written authority and ID from that person.