

Request to Access Personal Information Form

This form is used for a student to request CEAV Institute's permission to access their personal information held on their student file. Students may request access to their records by completing the 'Request to Access Personal Information Form' and providing proof of identification. Third party access cannot be approved unless the 'Release Authorisation Form' is completed and signed by both the student concerned and the third party.

Student Details			
First name:		Last name:	
Mobile number:			
Home Number:			
Address:			
Email address:			
Date of birth:			
Student signature:		Date:	

Office Use Only – Approved by			
A Student file should never be left unattended and remains the responsibility of the RTO Representative			
Proof of identification provided (one of the following)	☐ Driver's License ☐ Passport ☐ Birth Certificate		
Application approved:	☐ Yes ☐ No	Date:	
File Out Date:		File In Date:	
Student Notified:	☐ Yes ☐ No	Date:	
RTO Representative's Name:			
RTO Representative's Signature:			
Release Authorisation Form completed for Third Party Access	☐ Yes ☐ No ☐ N/A	Date:	
Student's File Updated:	☐ Yes ☐ No	Date:	
VETtrack Updated:	☐ Yes ☐ No	Date:	