

**GOVERNANCE AND LEGAL DIVISION
LEGAL SERVICES UNIT**

Government Information (Public Access) Act 2009 Access Application Form

THIS FORM IS TO BE USED TO APPLY FOR ACCESS TO INFORMATION THAT IS HELD BY THE UNIVERSITY OF WOLLONGONG (UOW)

The personal information you provide on this form will be used by UOW to process your application and any associated reviews, if required. This may include sharing information with relevant external agencies who may undertake a review of UOW's decision. UOW's privacy policy is available at: <https://www.uow.edu.au/privacy/>

1. UNIVERSITY OF WOLLONGONG CONTACT	
Manager, Information Compliance Legal Services Unit	Enquiries and assistance with the application process may be sought by contacting the Manager, Information Compliance on (02) 4221 4368 . Please submit completed application form: <ul style="list-style-type: none"> • via email to gipa-enquiry@uow.edu.au • via mail or in person at Level 1, Building 22, Room 103 University of Wollongong, Wollongong NSW 2522
2. APPLICANT DETAILS	
Surname	
First Name	
Title	
Postal Address	
Day-time telephone	
Email address	
<input type="checkbox"/> I agree to receive correspondence at the above email address	
3. PROOF OF IDENTITY (Only required when you are requesting personal information)	
When seeking access to your personal information, you must provide proof of identity in the form of a <i>certified</i> copy of any one of the following documents:	
<input type="checkbox"/> Australian Driver's Licence (with photograph, signature and current address) <input type="checkbox"/> Current Australian Passport <input type="checkbox"/> Other proof of signature and current address details	
4. GOVERNMENT INFORMATION	
Please describe the information you would like to access in enough detail to allow the University to identify it. Note: If you do not give enough details about the information, the agency may refuse to process your application.	
Are you seeking personal information	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency.

5. FORM OF ACCESS

How do you wish to access the information?

Inspect the document(s) A copy of the document(s) Access in another way (please specify below)

6. APPLICATION FEE (Please do NOT send cash via post)

I attach payment of the \$30 application fee via:

Cheque* Money order Credit Card** EFT**

* Please make cheques payable to University of Wollongong

** A UOW Officer will contact you on your daytime number to collect payment details.

7. PROCESSING CHARGES

You may be asked to pay a charge for processing the application (\$30 per hour). Some applicants may be entitled to a 50% reduction in their processing charges. Please note that a processing charge cannot be discounted by more than 50%, even if both reasons are relevant.

If you wish to apply for a discount, please indicate the reason:

Financial hardship (please attach supporting documentation, i.e. Pension or Centrelink card).

AND/ OR

Special benefit to the public – please specify why below:

8. THIRD PARTY CONSULTATION

Under section 54 of the GIPA Act, if the information you are requesting contains information about any 3rd party, the University may be required to consult with them before deciding your application. The purpose of consultation is to determine whether the 3rd party has any objection to disclosure or some or all of the information being requested.

Please indicate whether you consent to your identity being disclosed to the involved 3 rd party	<input type="checkbox"/> Yes <input type="checkbox"/> No
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9. DISCLOSURE LOG

If the information sought is released to you and we consider it may be of interest to other members of the public, details about your application may be recorded in the University's Disclosure log. This is published on our website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

Do you object to your application being made available on UOW's Disclosure Log?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Please note: if the University decides to include information in its Disclosure log, despite your objection, you can seek a review of this decision.

Your signature: _____

Date: _____

**PLEASE KEEP A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS.
REFER TO SECTION 1 TO SUBMIT YOUR COMPLETED APPLICATION**