

Access to Personal Information Request Form

Getabout Training Services respects the privacy & confidentiality of its personnel & clients who use our products & services.

A student / individual can access and seek correction of their personal information held by Getabout Training Services as outlined later in our privacy policy, in sections: 12APP and 13APP.

All requests for access to personal information including a certificate reprint must be in writing as the student / individual must be able to identify themselves and verify their identity prior to any information being disclosed.

Requirements for proof of identity are:

- Full legal name
- Date of Birth
- Serial number on I.D. given at time of enrolment such as driver's licence, passport or birth certificate (If recorded)
- USI Number
- Student's address at time of certificate issuance

Request Sections:

1. Third party release for qualification
2. Reprint of issued qualification
3. Change request for incorrect details
4. Legally changed name – requesting re-issuance of qualification with new legal name
5. Authorisation to provide verification of issued qualification

Please complete the following details

Given Name/s					Date of Birth			
(Family/last) Surname					Gender	M	F	X
Title	Ms.	Mrs.	Mr.	Dr.		Mobile No		
	Other _____							
Email address					Alternate No			
Street Address						STATE	P/CODE	
Email address					Alternate No			
USI Number: Unique Student Identifier								

Please tick the appropriate box that you are making a request for and complete the required details

1	<i>Authority to View Documents (Commonwealth Privacy Act 1988) Third Party Release. Only complete this section if a copy of your Certificate or Statement of Attainment is to go directly to a third party: Employer/Association</i>
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Qualification details	Code		Title	
	Code		Title	

↑ Tick box	Third Party Release Declaration:				Learner Signature:(<i>sign below</i>)	
	I, _____, give permission to Getabout Training Services to release <i>(Insert full legal name)</i>					
	my result and/or a copy of my Certificate/Statement of Attainment (SoA) for the purpose of recording my Certificate/SoA/result to: _____ <i>(Insert organisation's name to release result/certificate/SoA)</i>					
Email to: _____					Dec. Date:	

2 *To email me a reprint of the originally issued Certificate/Statement of Attainment (SoA)*

Qualification details	Code		Title			
	Code		Title			
↑ Tick box	Learner Signature				Dec. Date:	

3 *Complete the appropriate below fields that are incorrect in our records with the correct information. Leave fields blank that are currently correct.*

Given Name/s						Date of Birth			
(Family/last) Surname						Gender	M	F	X
Title		Ms.	Mrs.	Mr.	Dr.		Other _____		
Email address						Mobile No			
Street Address						Alternate No			
						STATE	P/CODE		
↑ Tick box	I declare that all of the information above is accurate and true. Supporting evidence has been included.		Learner Signature				Dec. Date:		

4 *You have legally changed your name and you are requesting to have your qualification re-issued with your new legal name. State new legal name. Note that upon application a processing fee of \$50 will need to be paid.*

Qualification details	Code		Title							
	Code		Title							
Given Name/s										
New (Family/last) Surname										
Title		Ms.	Mrs.	Mr.	Dr.	Other _____				
↑ Tick box	I declare that all of the information above is accurate and true. Supporting evidence has been included.		Learner Signature					Dec. Date:		

5	<i>You are authorising the below specified person and/or business/organisation to request and receive verification that your issued qualification by Getabout Training Services is genuine.</i>				
Qualification details	Code		Title		
	Date issued		Certificate Number		
	Code		Title		
	Date issued		Certificate Number		
Requestor Name					
Business / Organisation Name					
Email Verification Result to					
↑ Tick box	I give permission for Getabout to authenticate my Certificate/SoA	Learner Signature		Dec. Date:	

OFFICE USE ONLY					
Received and actioned by				Date	
Request has been correctly completed	Yes	No	Identity of person making request has been confirmed	Yes	No
Section 1	PDF copy of Student's Certificate/Statement of Attainment has been sent to nominated third party			Yes	No
Section 2	PDF copy of Student's Certificate/Statement of Attainment has been sent to the Student			Yes	No
Section 3	Correction of personal information has been made			Yes	No
Section 4	Qualification has been re-issued with Student's new legal name and sent			Yes	No
	Fee has been paid			Yes	No
Section 5	Qualification has been checked if authentic. Result has been provided to nominated recipient			Yes	No