

Third-Party Access to Student File Authorisation Form

Details

Date:	
Name:	
Student ID:	
Course:	
Name of person being given access to file:	

Section 1

Reason for this person being given access:

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Section 2

Acknowledgement

I understand that the application for access to my personal file is controlled by IIT's Privacy Policy.

I understand that should my request be granted, IIT will give access to the personal information that is requested in the manner in which it was requested within 30 calendar days

I understand that IIT may refuse access, and reasons for refusal will be provided in writing and the complaint mechanisms available within 14 calendar days

Print Name:		Signature:	
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Authorisation (to be filled out by office)

Authorisation for Processing

Action to be taken:	APPROVED	DENIED
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Access Date:	
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Comments:

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Signed:		Position:	
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Print Name:		Date Processed:	
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