



**Application for Access to Information:  
Right to Information and Information Privacy**

*Right to Information Act 2009 (section 24)*

*Information Privacy Act 2009 (section 43)*

**Please read the following information carefully before proceeding with your application**

It is recommended that you contact the RTI Officer / Privacy Officer for assistance and advice before completing and submitting this application form.

The information you are seeking may be already available online, for purchase or by request:

**Online** - a search of the QUT website may locate the information you are seeking;

**For purchase** - some areas of the University may offer documents for purchase;

**By request** - the University may administratively release a range of information upon request.

If you do wish to make a formal application to access documents under the *Right to Information (RTI) Act 2009* or the *Information Privacy (IP) Act 2009*, the application must be submitted on this approved form. The completed form should be submitted directly to QUT by:

- mailing application to RTI Officer / Privacy Officer, QUT Governance and Legal Services, GPO Box 2434, Brisbane QLD 4001

- hand delivering application to Room 303, Level 3, U Block, QUT Gardens Point campus, 2 George Street, Brisbane City 4000

- emailing application to RTI Officer on [rti@qut.edu.au](mailto:rti@qut.edu.au); Privacy Officer on [privacy@qut.edu.au](mailto:privacy@qut.edu.au)

Applications requesting access to non-personal information or a combination of personal and non-personal information are made under the RTI Act. There is an application fee of \$48.00 and processing and access charges may be payable. Concession card holders may apply to have processing and access charges waived, however there is no provision under the RTI Act for waiver of the application fee.

Applications requesting access to personal information only are made under the IP Act. There is no application fee or processing charges for access to personal information only, however access charges may be payable. You will be required to provide evidence of your identity.

**Note:** *If your application seeks access to personal information of someone other than yourself (except where you are authorised to act on that person's behalf), or where you are also seeking access to documents that are considered non-personal, your application will be dealt with under the RTI Act. You will be advised by the RTI Officer if this is the case, and you will be required to pay the RTI application fee. If in doubt, contact the RTI Officer.*

\* denotes mandatory field

**Contact Details**

You are required to supply your name and an address for correspondence. Additional contact details will help us to deal with your application, and to correspond with you in the manner you prefer. If you are applying on behalf of another person, please complete this section with your contact details.

Title (e.g. Mr, Mrs, Ms, Miss) Given name/s

Family name

\*  \*  \*

Organisation / Company name (complete if you are making this application on behalf of an organisation or company)

\* Postal address

Postcode

Preferred method of contact (Please indicate your two preferred methods of contact. If you choose email or post, please also provide a contact telephone number. The University may need to telephone the applicant to clarify aspects of the application. Please include country code and area code, where applicable.)

Phone   Mobile   Fax

Email   Post

**Application Details**

1. Which description most closely describes your application for access?

I am seeking access to documents that are **non-personal** in nature  
\$48.00 application fee payable

I am seeking access to documents that contain **personal information only** either in relation to myself or the person on whose behalf I am applying  
No application fee

I am seeking access to documents that contain personal information either in relation to myself or the person on whose behalf I am applying that may contain the **personal information of someone else** and / or **non-personal information**  
\$48.00 application fee payable

2. Are you seeking access to information on someone's behalf?

No  
 Yes Given name/s  Family name

Please attach **proof of your authorisation to act on the person's behalf**, such as legal documentation in support of your authority (for example: a client agreement if you are a solicitor) or written authorisation from the person concerned.

3. Are you seeking access for the use or benefit of another person, company or body (for example, a journalist applying for a media organisation)

No  Yes

If you answered yes to question (3) above, what is the name of the other person, company or body?

**4. Particular details:**

Please provide specific and detailed information about the documents you are seeking, as this will help us process your application.

**\* a. The subject matter of the documents you are seeking**

**b. The type of documents** (eg internal memos, emails)

**c. The time period / date range you would like us to search within** (eg September 2014 - January 2015)

**d. Relevant document reference numbers** (if known)

**e. Where you think the documents may be located** (eg faculty, business area, person)

**5. Preferred access type (tick one):**

**Note:** Your preferred access type may not be available. If you choose to access documents by email, CD, DVD or inspection, there will be no charge for this access.

- Inspect document/s
- Photocopy of document/s (\$0.25 per A4 page)
- Document/s sent to me by email
- Copy of the document/s on DVD
- Copy of the document/s on CD)

**Note:** Information that is not personal to the applicant released following an application under the RTI Act may be published in an online disclosure log. A disclosure log would usually contain a summary of the RTI application as well as the relevant documents (either in full or in part) or details of how the documents may be accessed.

**6. Evidence of identity**

If you are seeking access to documents that contain personal information either in relation to you or on behalf of another person, you must provide evidence of your identity with this application or within 10 business days of making this application in order for your application to be processed. If you are seeking documents on someone's behalf, both parties must provide evidence of their identities. (If you are not seeking any personal information, you are not required to provide evidence of your identity.)

**Applying:**

- by post -** attach a **certified copy** of your identification document to this application form.
- in person -** produce the original identification document for the RTI Officer / Privacy Officer to sight.
- by email -** present a **certified copy** of the identification document to the RTI Officer / Privacy Officer.

**Note:** Documents that provide sufficient evidence of identity include: **Current driver's licence, Identifying page of current passport, Birth certificate, Student ID card**

(A certified copy is considered valid if it is witnessed by a lawyer or notary public, a commissioner for declarations or a justice of the peace)

**7. Financial hardship**

Concession card holders must attach a copy of the valid concession card to the application, or show the RTI Officer / Privacy Officer your card on application. Non-profit organisations must provide the RTI Officer / Privacy Officer with a copy of the notice from the Office of Information Commissioner showing that financial hardship status has been granted.

**Declaration**

**Privacy Notice:** In making this application, you are providing personal information such as name and contact details. This information will be used for the purpose of assessing your application and ensuring we are able to remain in contact with you regarding the status of your application. Your personal information will be accessed by persons who have been authorised to do so, including the decision maker in the agency to which your application relates. Your personal information is handled in accordance with the Information Privacy Act 2009.

I declare that:

- The information provided in this form is complete and correct
- I have read the privacy notice
- Where applicable, I have attached documents required for the purpose of this application (eg evidence of identity, authorisation to act on another person's behalf, evidence of financial hardship status)
- I have included any relevant application fee/s (fees are based on the type of application, and are noted in section 1)

I understand that it is an offence to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature

Date

\*

\*

**Fee (Non-personal information applications only)**

Payment of the Access to Information fee of \$48.00 may be made online at [QUTPay](#)

Payment of \$48.00 has been made through QUTPay - Receipt No: .....

(Please include photocopy of receipt with your application)

You may also be required to pay charges for processing the application and for photocopying or other forms of access and that will be supplied. You will receive a charges estimation notice if applicable.

**Office Use Only**

Date received

RTI Ref / IP Ref/File No

Application Fee Received  No  Yes

Satisfied as to Identity of Applicant  No  Yes

Identity Document Sighted  No  Yes