

Please download, print and complete this request form, and mail it to:

The Privacy Officer
ACER
Private Bag 55
Camberwell, Victoria, 3124.

Please note:

- (a) You must complete all details on the request form; and**
(b) You must attach a copy of the original Birth Certificate of the candidate to assist with the verification of identity. The birth certificate must be certified by a Justice of the Peace.

ACCESS TO AND AMENDMENT OF PERSONAL INFORMATION - *THE PRIVACY ACT 1988 (Cth)*

If any of your personal information is inaccurate, incomplete or out of date: following an access request or because your circumstances have changed, please inform ACER so your personal information can be updated.

In general, ACER will provide access to the personal information it holds about you. However, in accordance with the *Privacy Act 1988 (Cth)*, you may be denied access to personal information to the extent that:

- providing access would pose a serious threat (or in the case of personal information other than health information, a serious and imminent threat) to the life or health of any individual; or
- providing access would have an unreasonable impact upon the privacy of other individuals; or
- your request for access is frivolous or vexatious;
- the information relates to existing or anticipated legal proceedings between ACER and yourself; or
- It is otherwise appropriate for access to be denied in accordance with *Privacy Act 1988 (Cth)*.

PLEASE NOTE:

1. Candidates that access personal information are NOT entitled to information about ACER's tests, test scoring processes or to appeal test results;
2. In accordance with the *Privacy Act 1988 (Cth)*:
 - ACER charges an administrative fee for the cost of making your personal information available. ACER has determined this fee in the amount of \$70.
 - Your request will not be processed until the administrative fee is paid.
3. ACER reserves the right to decide what means of access to your Personal Information is appropriate.
4. If ACER determines that you may access your Personal Information only by supervised inspection an additional fee may apply. Should this be the case ACER will inform you regarding the amount of the additional fee.

Please note that ACER charges an administrative fee of \$70.00 for providing access to your Personal Information. Please include a personal cheque, bank cheque or postal note with your request and mail to the address above.

Request for Personal Information

I request access to my Personal Information held by ACER in relation to the following testing program:

Test Name: _____
Date Test Taken: _____
School Test Taken at: _____
(if applicable)

Candidate Information:

Given Name: _____
Surname: _____
Postal Address: _____
Email: _____
Telephone: _____

I would prefer ACER to:

- E-mail me a copy of my Personal Information to the e-mail address above
- Send a copy of my Personal Information to the postal address above
- Arrange to make available a copy of my Personal Information for personal collection by me from the ACER office at 19 Prospect Hill Road Camberwell Vic 3124.

Please note that ACER may determine that ACER will grant access to your Personal Information only by supervised inspection of our records. If such a requirement applies ACER will use its best endeavours to arrange a mutually agreeable place and time for such inspection.

Declaration of identity:

I declare that:

- I am the person whose name appears above or
- I am the parent/guardian of the person whose name appears above, and am making this request on his/her behalf:

Parent/Guardian Details:

Given Name: _____
Surname: _____
Postal Address: _____
Email: _____
Telephone: _____

- I enclose a certified copy of the candidate's birth certificate.
- I have read and understand the *ACCESS TO AND AMENDMENT OF PERSONAL INFORMATION* above.

Date: _____
Name: _____ Signature: _____

Payment method: Please enclose a cheque payable to 'ACER' with your request form.