

RELEASE OF PERSONAL INFORMATION

All personal information collected by Communities@Work's Centre of Professional Learning and Education (CPLÉ) is managed in accordance with the Information Privacy Act 1988 and the Australian Privacy Principles (AAPs) which regulate the collection, storage, security, use and disclosure of personal information.

CPLÉ will not disclose your personal information to any third party or parent/guardian, without your written consent, unless there is a legislative requirement to do so. This form is to be completed if you wish to give or withdraw permission for CPLÉ to disclose your personal information to a third party or parent/guardian.

Completed forms can be submitted via email to cple@commsatwork.org

I, **Full Name (Print)** **Date of birth:**

give permission for CPLÉ to provide the third party or parent/guardian listed below my personal information regarding:

Course Name:

- Course attendance and progress
- Course results/verification of official transcripts
- Financial status

Please specify any information you DO NOT consent to be released by CPLÉ:

The authorisation will only apply for the duration dated: to:

The third party/parent/guardian information provided on this form is being collected under the principles of the Information Privacy Act 1988 to allow CPLÉ to disclose the information you have approved above to the nominated third party/parent/guardian.

Parent/Guardian or Third party: **Full Name (Print)**

Phone number:

Postal address:

Email address:

I understand that the information provided will include my full name and contact details as registered in CPLÉ's student management system. I confirm that the third party has consented to the provision of their contact details to CPLÉ for the purpose of receiving my personal information.

Student Signature: **Date:**

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