

Personal Information Protection Act 2004

Request for Release of Personal Information

APPLICANT'S DETAILS			
Name:			Title:
	(Include previous names known by, e.g., maiden name)	(If applicable)	(e.g., Mrs, Miss, Mr)
Postal Address:			
Date of Birth:			
Daytime contact information			
Telephone:	Business:	Home:	Mobile:
Email:			
<p>In seeking release of your own personal information, you must provide proof of identity in the form of the following (Please tick and provide copy of the evidence).</p> <p><input type="checkbox"/> Driver's license</p> <p><input type="checkbox"/> Passport</p> <p><input type="checkbox"/> Birth certificate</p> <p><input type="checkbox"/> Other (please specify)</p>			
USE OF AN AGENT			
<p><input type="checkbox"/> Applicant is seeking access to copy of their personal information and has consented to agent acting on their behalf (If ticked please complete the below 'Consent to Release Requested Personal Information').</p>			
<p>Consent to Release Requested Personal Information:</p> <p>I (Applicant Name) _____ give the Office of Tasmanian Assessment, Standards and Certification authority to release information requested, to my agent (Agent Name) _____ and to make necessary enquiries to access information which is held by the Office of Tasmanian Assessment, Standards and Certification.</p>			
Agent Details:			
Mobile/Telephone:			
Email:			
Postal Address:			
<p>Agent's proof of identity (Please tick and provide copy of the evidence).</p> <p><input type="checkbox"/> Driver's license</p> <p><input type="checkbox"/> Passport</p> <p><input type="checkbox"/> Birth certificate</p> <p><input type="checkbox"/> Other (please specify)</p>			

INFORMATION SOUGHT

Details of information sought: Please write a summary of the information you are wanting to obtain from the Office of Tasmanian Assessment, Standards and Certification

Signature and declaration:

I declare that the information I have provided on this form is true and correct

Applicant's Signature:	<hr/> <hr/>	Date:	
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Application for Request for Release of Personal Information

A completed application is to be sent to the Office of Tasmanian Assessment, Standards and Certification (TASC) via:

- email: enquiries@tasc.tas.gov.au or
- post: GPO Box 333, Hobart TAS 7001.

Information about requests for release of personal information

- Under the [Personal Information Protection Act 2004](#) you can request access to your personal information that is held by the Office of TASC.
- There is no application fee for requesting access to your personal information.
- The Office of TASC's Personal Information Protection Policy is available on the TASC website.
- You must provide enough detail in your application, and proof of identity, for the Office of TASC to search for your personal information.
- The Office of TASC acknowledges that some personal information may no longer be held, eg. records disposed of under legislation, records destroyed by natural disaster, etc.
- If you are unsatisfied with the handling or outcome of your request, you can lodge a further request in writing to the Office of TASC (same contact options outlined above).
- If you remain unsatisfied with the Office of TASC's handling or outcome of your request, you can contact the Ombudsman Tasmania:
 - telephone: 1800 001 170 (free call from a landline nationally); or
 - email: ombudsman@ombudsman.tas.gov.au; or
 - post: Ombudsman Tasmania, GPO Box 960, Hobart TAS 7001.

Application to Correct or Update Personal Information

If you consider your personal information to be incorrect, incomplete, out-of-date or misleading, you can request that the information be corrected by completing the form - Request for Correction of Personal Information located on the TASC website.