|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Use this form if you want to apply to access information held by Charles Darwin University. This application form can be lodged in person, via email [privacy@cdu.edu.au](mailto:privacy@cdu.edu.au), or by mail to Privacy Officer, Charles Darwin University, Orange 12, Ellengowan Drive, Darwin NT 0909. | | | | | | | | | |
| Please use BLOCK letters and write clearly | | | | | | | | | |
| **Title:**  **Miss**  **Ms**  **Mrs**  **Mr**  **Dr**  **Professor**  **Other** | | | | | | | | | |
| **First Name:** | | | | | | | | | |
| **Family Name:** | | | | | | | | | |
| **Phone:** | | | | | | | | | |
| **Email:** | | | | | | | | | |
| **Postal Address:** | | | | | | | | | |
| **Name of College/Department within the University that holds the information you want to access:** | | | | | | | | | |
| **Describe the information you want:** Please provide as much detail as possible, e.g. dates created, location, subject matter, and who was involved: | | | | | | | | | |
| **Preferred form of access:** Copies Inspection Other | | | | | | | | | |
| **Application fee $30** (please tick relevant box)  If your application is only for records that contain personal information about you, there is no fee. But if your application is for information that is not about you, or for a mix of personal and non-personal information, you must pay an application fee. You may apply for a waiver or reduction of fees.  I attach a $30 cheque/money order for the application fee as this relates to non-personal information or a mixture of personal and non-personal.  I have paid a $30 application fee via the University’s Payonline site <https://webpay.cdu.edu.au/foi> (receipt attached) as this relates to non-personal information or a mixture of personal and non-personal.  I attach a completed Application to Waive/Reduce Fees form in relation to the application fee.  I limit my application to records that contain personal information about me – no fee. | | | | | | | | | |
| **Processing fee:** (please tick relevant box)  A processing fee may be charged to cover costs of processing the application. If your application is only for records that contain personal information about you, the processing fee is more limited. In some cases, the fee may be waivered or reduced. The University will give you an estimate of the fees and seek your agreement before proceeding further with the application.  I understand that I may have to pay a processing fee in relation to the application.  I attach a completed Application to Waive/Reduce Fees form in relation to the processing fee. | | | | | | | | | |
| **Identification:** (please tick relevant box)  The University requires proof of your identity. If you are applying in person you will need to produce a form of identification for verification. If you are applying by post or email, you will need to attach a certified and dated copy of your identification document to this application form.  I have attached a certified and dated copy of my identification.  **………………………………………………………………………………………………………………………………………………………………………….**  **Declaration**  I (applicant’s full name)  declare that all the information supplied by me concerning this application is complete and correct. I accept that the information provided by me in this application may also be disclosed to other persons and/or bodies where such disclosure is required by law, or where the University considers these other person/bodies to have legitimate interest in receiving it, and I consent to such disclosure. | | | | | | | | | |
| Applicant’s signature | |  | | | | | | Date | |
|  | |  | | | | | |  |  |
| **Privacy**  The NT Information Act 2002 requires you to supply your name and address for correspondence as well as sufficient details to identify the information you want. Additional contact details will assist the University to process your application. Some personal information may have to be disclosed to other people in order to satisfy consultation requirements under the Act and make an informed decision on your application. If you want to discuss privacy issues, you may contact the Privacy Officer at [privacy@cdu.edu.au](mailto:privacy@cdu.edu.au). | | | | | | | | | |
| **More information**  For more information about accessing information under the NT Information Act 2002 or the Privacy Act 1988 (Cth), contact the University’s Privacy Officer [privacy@cdu.edu.au](mailto:privacy@cdu.edu.au) or the NT Information Commissioner [infocomm@nt.gov.au](mailto:infocomm@nt.gov.au). | | | | | | | | | |
| **Office Use** | | | | | | | | | |
| Reference number | |  | | | Date application received | | | |  |
| Application fee | | Yes  No | In person | | | Email | | | Mail |
| Identification | | Yes  No | Identity known | | | Driver’s licence | | | Passport |
| Other attachments | |  | | | | | | | |
| Name |  | | | Signature | | |  | | |
|  |  | | |  | | |  | | |