

## AUTHORITY TO RELEASE INFORMATION OR TRANSACTION BUSINESS ON BEHALF OF A STUDENT

### 1. PERSONAL AND PROGRAM DETAILS

Griffith Identification Number

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Name: (if change of name, state previous name):

Family name:

First name:

Other names:

Date of birth:     /     /

Mobile phone number:

Home phone number:

Program code:

Program title:

### 2. AUTHORISE AND REQUEST THAT GRIFFITH GRANT:

Name:

Email address:

Telephone Number/s: (h)

(w)

(m)

Date of Birth:     /     /

Relationship to student:

Student ID Number (if applicable):

Secret Question (to establish identity):

Secret Answer (to establish identity):

Signature:

Date:

### 3. THE RIGHT TO:

- ☐ Access my student information held by Griffith University
- ☐ Conduct business with Griffith University on my behalf
- ☐ Both of the above

### 4. THE DURATION FOR GRANTING OF THESE RIGHTS:

This authority will take affect from the date this form is signed and will remain active until or unless the student requests, in writing, to terminate this authority.

### 5. SUPPORTING DOCUMENTS:

Please provide a copy of your driver's license or other legal document with signature when submitting your application.

### STUDENT DECLARATION:

I may terminate the granting of these rights at any time in writing.

I acknowledge and agree with Griffith University's Privacy Policy and will communicate information contained in the Policy to the Authorised Person nominated on this form.

I declare that the information I have provided is correct. I understand that there are penalties for giving false or misleading information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

Date received at SC

**ENQUIRIES ABOUT PROVIDING AUTHORITY TO RELEASE INFORMATION ABOUT YOU:**

To enquire about providing authority for the University to release information about you or to provide someone with authority to transact University business on your behalf, please contact Student Connect.

Brisbane: (+61 7) 373 57700 | Gold Coast: (+61 7) 555 28811

**LODGING INSTRUCTIONS**

Application form and any documentary evidence can be lodged via [AskUs - Submit a question](#) or visit [Student Connect](#).

This form will be retained on the Student file.

**PROTECTING STUDENT PRIVACY**

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at <https://www.griffith.edu.au/about-griffith/governance/plans-publications/griffith-university-privacy-plan> or Telephone (+61 7) 373 57700 or (+61 7) 555 28811