

## Authority to release Information Form

Complete this form to provide a third party with access to all relevant information or documentation on your student progression

**Follow the steps below to provide authority to a third party**

### STEP 1 Student Details (Please use BLOCK letters)

USI Number (if known)

Date of Birth (DD/MM/YYYY)

Surname (Family Name)

Given Names

Current Address: (as listed on file) Street

Suburb

Postcode

State

Previous Address Street

Suburb

Postcode

State

Contact Number

Email

### STEP 2 Third Party Details

Please release all relevant information or documentation on my student progress reports to the third party listed below:

Please keep this  
authority in force until  
advised

Full Name

Address

Postcode

State

Company Name (if applicable)

ABN

Contact Number

Email

### STEP 3 Student Signature

Signature

Date (DD/MM/YYYY)

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### STEP 4 Privacy Statement (Simplified)

We collect your personal information directly from you whenever possible. However, in some instances, we may collect it from third parties, such as your agent or other authorised parties. We may disclose your personal information to your agent, other parties you have authorised, and external organisations for purposes such as account management, product development, and research.

We may also use your personal information to contact you about products and for marketing purposes. You can opt out of receiving direct marketing communications at any time by contacting us.

For more information about how we collect, use, share, and manage your personal information, please refer to our policies. This includes details on how you can access or correct your information, and how to make a complaint about a privacy matter.

You may also contact us to request a copy of the Privacy Policy or if you have any questions or comments.

**The completed form can be returned via:**

**Email:** admissions@aidt.edu.au