

Request to Access Documents or Information

Important information

Before submitting a completed form, please read this information carefully.

Incomplete, inaccurate, or illegible forms will not be processed.

Retain a copy of your completed form for your records.

In addition to the information collected in this form, BCE may request additional information from you to process your request.

Requesting personal information under Australian Privacy Principles

Under the Australian Privacy Principle 12, an individual may request access to the information provided to, and held by, Brisbane Catholic Education (BCE). However, under the same principle, BCE is not required to give individuals access to the personal information to the extent that:

- a. BCE reasonably believes that giving access would pose a serious threat to the life, health, or safety of any individual, or to public health or public safety; or
- b. giving access would have an unreasonable impact on the privacy of other individuals; or
- c. the request for access is frivolous or vexatious; or
- d. the information relates to existing or anticipated legal proceedings between the entity and the individual, and would not be accessible by the process of discovery in those proceedings; or
- e. giving access would reveal the intentions of BCE in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
- f. giving access would be unlawful; or
- g. denying access is required or authorised by or under an Australian law or a court/tribunal order; or
- h. both of the following apply:
 - i. BCE has reason to suspect that unlawful activity, or misconduct of a serious nature, that relates to the entity's functions or activities has been, is being or may be engaged in;
 - ii. giving access would be likely to prejudice the taking of appropriate action in relation to the matter; or
- i. giving access would be likely to prejudice one or more enforcement related activities conducted by, or on behalf of, an enforcement body; or
- j. giving access would reveal evaluative information generated within the entity in connection with a commercially sensitive decision-making process.

Request processing time

BCE will endeavour to process requests within 30 working days. However, the time taken to process a request for information may vary significantly depending on the nature of the request, the availability of staff, and the time of the year.

Proof of identity

If you are requesting your own personal documents or information, please include a certified copy of current photographic identification e.g., passport or driver's licence, to assist us in processing your request. Not any form of identification will be accepted.

Third party requests

A third party may request access to your information held by BCE. However, BCE requires your written consent and evidence of identification to be provided with this form, unless you are a parent or guardian who is requesting on behalf of a dependent i.e., your child who is under 18 years of age at the time of the request.

Where to send this completed form

Completed form and proof of identification can be emailed to: records@bne.catholic.edu.au

or mailed to:

Records Management
Brisbane Catholic Education
GPO Box 1201
BRISBANE QLD 4001

Compliments and complaints

Compliments and complaints regarding BCE's request to access documents and information process should be provided to the addresses above.

