



UNIVERSITY OF SOUTHERN QUEENSLAND

Request to Access Employee File

Please forward completed form to:

David Fawcett e-mail: David.Fawcett@usq.edu.au Phone: 07 4631 2247	or	Corporate Records e-mail: Derek.Turner@usq.edu.au Phone: 07 4631 1760
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EMPLOYEE ID NUMBER

<input type="checkbox"/>	Photo ID sighted (if required)
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SCHOOL/SECTION

SURNAME

GIVEN NAMES

DATE OF BIRTH

/ /

SIGNATURE - EMPLOYEE

DATE

/ /

DETAILS OF REQUEST (Please tick required boxes)	Length of time to process request
<input type="checkbox"/> View employee file	3 days
<input type="checkbox"/> Require photocopy of documents	
<input type="checkbox"/> Collect documents in person	
<input type="checkbox"/> Send documents (please provide details below)	
<input type="checkbox"/> Documents to be signed by Justice of the Peace (JP) <i>(Only a certified copy of an original document can be signed by a JP)</i>	

Mailing Address	E-mail Address

Viewing of an employee file MUST BE carried out under supervision

Actioned by:

Date:

/ /

Comments:

USQ is collecting the personal information on this form for university purposes of providing its tertiary education and related ancillary services and the associated functions including employment. USQ may transfer your personal information outside of Australia. Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law. By completing and submitting this form you are consenting to USQ using and disclosing your personal information as set out herein. Your rights to access and amend your personal information are set out in the *Information Privacy Act 2009 (Qld)*.
<https://www.legislation.qld.gov.au/LEGISLTN/ACTS/2009/09AC014.pdf>