

# Access to Records Policy & Procedure

Policy Version 1.1

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## Purpose

The purpose of this policy is to ensure that National Training (NT) provides access to students and staff records in a timely manner.

## Responsibility

The CEO or delegate is responsible for implementation of this procedure and ensuring that staff is made aware of its application.

## Method

### STUDENTS & STAFF - ACCESS TO RECORDS

Individuals have the right to access or obtain a copy of the personal information that NT holds about them. Requests to access or obtain a copy of personal information must be made by completing a Student Request – Administration Form and lodge with the office.

There is no charge for a student to access personal information that NT holds about them; however there may be a charge of 30 cents per page for every page that is copies. Individuals will be advised of how they may access or obtain a copy of their personal information and the applicable fees within ten (10) working days of receiving request documentation.

### METHOD

Access to Records Request received and recorded on Access to Records register.

Information providers as requested on request form within 10 working days.

Payment of 30 cents per copy may apply if applicable.

## Document History

Revision	Date	Description of modifications
1.0	May 2014	Original
1.1	Jan 2016	Updated lodgement of form from Operations Manager to the Office. Removed Policy Driver as SNR 16.6

## Document Details

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