

Request for information held by the Telethon Institute for Child Health Research



The Telethon Institute for Child Health Research will endeavour to provide information that you request in accordance with The Privacy Amendment (Private Sector) Act 2000. However, we require that all applications for information are made in person and on completion of this form. The Institute's Privacy Statement is available for viewing by visiting our website at <http://www.ichr.uwa.edu.au> or by requesting a copy from our reception staff, telephone (08) 9489 7777. We collect your personal details on this form for the sole purposes of processing your request for information.

Due to the potentially sensitive nature of some of the information we hold, we require photo identification of the applicant and when requesting information about a study participant, details and proof of the applicant's relationship to the study participant.

Retrieval of stored information can be a lengthy and time-consuming process, and in some case a fee may apply to cover the cost of staff time and effort.

Details of applicant

Title First name Surname
Address
..... State Postcode

Proof of identity must be sighted and a photocopy attached to this form.

Details of person whose information is being requested

Applicant - details as above

Study participant

First name Surname

DOB Relationship to applicant

Proof of relationship Birth certificate Passport Statutory dec Other

Original sighted Yes No Details of proof (eg, passport/drivers licence no.)

Study/studies involved in Dates of involvement

Type of information requested

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Reason for request

Having supplied us with this reason for request of information implies your consent

Personal interest Legal Correction of information held Other

Signatures

Privacy Officer Date

Applicant Date

This request for information form will be held securely for a period of five years, after which time it will be destroyed.