



Request to access personal information

Student Details:

Student name:	
Student Address:	
Student ph. number:	
Student DOB:	
Student signature:	
Date:	

RTO Representative Details:

RTO representative name:	
RTO Representative position:	
RTO Representative signature:	
Date:	

Note: Student file should never be left unattended. It remains the responsibility of the RTO representative.

File out date:	
File in date:	