

Consent to Disclose Information / Student File Access Authorisation

Student Details

| | | | | | |
|---------------|---------------------------------|------------------------------------|-------------------------------|----------------------------------|--|
| Given Name(s) | | Family Name: | | | |
| Student No: | Course: | <input type="checkbox"/> BDes | <input type="checkbox"/> MDes | | |
| Campus | <input type="checkbox"/> Sydney | <input type="checkbox"/> Melbourne | Specialisation | <input type="checkbox"/> Fashion | <input type="checkbox"/> Interiors <input type="checkbox"/> CD&S |

Student Authorisation:

Whitehouse Institute of Design protects the privacy of its students and will only release information and records as required by entities with due authority. Any information disclosed under this authority will be under the guidelines of the Commonwealth Privacy Act 1988 and the Whitehouse Institute's Privacy Policy. You may request to review the information that is on your Student File or authorise another person to have access by completing the following form.

I authorise disclosure of information on my student file to another person.

I, _____, hereby give permission to Whitehouse Institute of Design, Australia to discuss and/
or release details of my attendance and/or academic performance to my parents/guardian or person/s listed below.

| | | |
|-------|------------|---------------|
| Name: | Signature: | Relationship: |
| Name: | Signature: | Relationship: |

Student Signature: _____ **Date:** _____

AND / OR

I request access to my student file

I, _____, hereby request access to personal information held on my student file for the
purpose of: _____

Student Signature: _____ **Date:** _____

Students will be required to comply with the Whitehouse Institute of Design Code of Conduct and all relevant policies and procedures.

This procedure is governed by the:

- Academic Honesty Policy
- Whitehouse Code of Conduct
- Privacy Policy

Office use only:

| | |
|---|-------|
| Received by: | Date: |
| Updated: <input type="checkbox"/> Database <input type="checkbox"/> Filed | Date: |