



# AUTHORISATION FOR INFORMATION DISCLOSURE FORM

## Instructions for Completing the Authorisation for Information Disclosure Form

1. This form is to be completed for each and every disclosure
2. The form **must** be completed, signed & returned to HR Operations, Human Resources Division **prior** to the specified information being disclosed

| SECTION 1 – STAFF MEMBER’S DETAILS |             |  |  |  |  |  |  |
|------------------------------------|-------------|--|--|--|--|--|--|
| PERSONNEL NUMBER (space provided)  |             |  |  |  |  |  |  |
| TITLE                              | FAMILY NAME |  |  | GIVEN NAME(S)                          |  |  |  |
| FACULTY/ DIVISION                  |             |  |  | DATE OF BIRTH ___/___/___ (DD/MM/YYYY) |  |  |  |

## SECTION 2 – INFORMATION TO BE RELEASED

ORGANISATION / INSTITUTION INFORMATION IS TO BE RELEASED TO: \_\_\_\_\_

|   |   |  |
|---|---|--|
| <input type="checkbox"/> NAME                 | <input type="checkbox"/> DATE OF BIRTH              | <input type="checkbox"/> ADDRESS               |
| <input type="checkbox"/> LENGTH OF EMPLOYMENT | <input type="checkbox"/> INCOME DETAILS – NET/GROSS | <input type="checkbox"/> OCCUPATION            |
| <input type="checkbox"/> MODE OF EMPLOYMENT   | <input type="checkbox"/> DUTIES                     | <input type="checkbox"/> ALLOWANCES / OVERTIME |
| <input type="checkbox"/> OTHER                |   |  |

## SECTION 3 – AUTHORISATION OF STAFF MEMBER

I hereby authorise Monash University to disclose the information as per this authorisation to the organisation /institution identified above.

Signature: \_\_\_\_\_ Date / /

| FOR HR OPERATIONS USE ONLY                                  |          |
|---|----------|
| Disclosed by: _____   | Date / / |
| <b>FAXED COPIES OF THIS FORM WILL BE ACCEPTED 9902 9530</b> |          |

**For assistance please contact HR Enquiries on 9902 0400**

### HUMAN RESOURCES DIVISION PRIVACY COLLECTION STATEMENT

The information on forms provided to HR Operations is collected for the primary purpose of providing employment or enabling authorised persons to utilise Monash University's services and facilities. The information may also be used for a related secondary purpose in circumstances where you would reasonably expect such use or disclosure.

The privacy policy may be found by following the link provided below  
<http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>

If all of the information requested is not provided, it may not be possible for the University to process the particular request or entitlement. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer on 9905 6011.

Please return completed form to: HR Operations, Human Resources Division, Monash University VIC 3800 or via fax to 9902 9530