MONASH University

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, Monash HR **prior** to the specified information being disclosed
3. The form may be sent to HR Operations by email to: hr@monash.edu or by post to HR Operations, Monash University, Clayton 3800.

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 – Name of Institution, Details of Contact Person and Information to be Released

NAME OF ORGANISATION / INSTITUTION _____

DEPARTMENT NAME
(e.g. Lending Department) _____

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

REFERENCE NUMBER _____

- ☐ **NAME**
- ☐ **ADDRESS**
- ☐ **INCOME DETAILS – NET/GROSS**
- ☐ **MODE OF EMPLOYMENT**
- ☐ **CONTACT PHONE NUMBER**
- ☐ **ALLOWANCES/OVERTIME**
- ☐ **DUTIES**
- ☐ **PROBATION**
- ☐ **LENGTH OF EMPLOYMENT**
- ☐ **RESIDENCY STATUS**
- ☐ **OCCUPATION**
- ☐ **OTHER (please specify)** _____

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

Information should only be disclosed through an outgoing telephone call or outgoing email. Details MUST match contact details provided above. If contact details do not match information should not be disclosed.

Disclosed by: Date / /

Name of person to whom information was disclosed

FAXED COPIES OF THIS FORM WILL BE ACCEPTED 9902 9530

For assistance please contact HR Enquiries on 9902 0400

Privacy Collection Statement - The information on this form is collected for the primary purpose of providing the University with your consent to release specific information to the organisation as specified above (refer section 2) .If you choose not to provide all of the information requested on this form, it may not be possible for the University to process your particular request. 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 by email at privacyofficer@adm.monash.edu.au

Further information about privacy at Monash University is available at http://privacy.monash.edu.au/procedure/

Please return completed form to: HR Operations, Monash HR, Monash University VIC 3800 or via email at hr@monash.edu or by mail to HR Operations, Monash University, Clayton 3800.