

BACK TO BASICS BUSINESS TRAINING PTY LTD

Records Access or Update Request Form

Records Access or Update Request Form	
Requester Name:	
Contact Phone:	
Contact Email:	
Individual to whom this request relates <i>(whose personal information record do you wish to access or update)</i>	
Individual's Name:	
Date of Birth:	
Residential Address:	
Reason for access	
Records Access – I request access the following records:	
Information Description:	
Format Requested:	
Reason for access	
Records Update – I request that the following records information is updated:	
Information Update Description:	
<p>In making this request, I understand that Back to Basics Business Training Pty Ltd will confirm the identity of parties involved in the request, assess the request made and either action or refuse my request within 30 calendar days. If refusing my request, Back to Basics Business Training Pty Ltd will provide this notification in writing with further information on the reasons and options in that situation.</p> <p>I understand that any records updates will also be forwarded to any third parties that Back to Basics Business Training Pty Ltd has previously provided the original information to, so that these parties may also update any relevant information.</p>	
Requester Signature:	<div style="display: flex; justify-content: space-between;"> Date: </div>