

**REQUEST TO RELEASE
STUDENT INFORMATION**

School

Type of business requesting information: National online educational resource provider.

Company Name: OnGuard Safety Training Pty Ltd ABN 50133110433
PO BOX 417, Palm Beach. QLD 4221 ph:1300 236448

Company Representative Name: BRUCE LEWIS **Position:** Company Director

Information requested Student Name School Name Year Group

Request received: Email with product quote/invoice

Students: Students who elect a course of study in our school requiring workplace safety training, registration and tracking. Typically workshop and/or kitchen based courses. (Class lists are attached)

Brief outline of why the information is being requested

OnGuard Safety Training Pty Ltd provides a nationally recognised and awarded safety training resource to schools across Australia. Recently the company has changed how this resource is delivered to schools. The training program and subsequent school/student data is accessed via a secure dedicated server hosted by Netregistry.com.au in Sydney. The data collected pertains to training units allocated by the schools' teaching staff and the date of completion of these units by the students. Students are required to create an account to use the program, and are requested to enter their name and their current year group. No other sensitive information is required for any reason. Access to this data by OnGuard Safety Training Pty Ltd is limited to three employees: Director, Program Developer, Multimedia Designer. The OnGuard Privacy Statement: http://www.1300beonguard.com/privacy_policy.htm

I confirm that Section 426 (3) (a) through (d) of the *Education (General Provisions) Act 2006* is not relevant in this matter and therefore request permission to release the above student information to **OnGuard Safety Training Pty Ltd**.

Principal's Name _____ **Principal's Signature** _____

**APPROVAL TO RELEASE STUDENT INFORMATION
EXECUTIVE DIRECTOR (SCHOOLS)**

In reference to Section 426 (3) (e) of the *Education (General Provisions) Act 2006* :

- Request is approved as being in the public interest because:
- Request is refused as not being in the public interest because:

Empty box for providing reasons for approval or refusal.

Executive Director's Signature _____ **Date** _____