

## Purpose of this Document

During the course of your enrolment, the ARC Retail Institute may request some of your personal information from other entities on your behalf. This may be for a variety of purposes but will always relate to your enrolment and tenure at the ARC Retail Institute. Potential reasons for these requests include, but are not limited to:

- Supporting training and assessment (i.e. verifying past transcripts)
- Benefitting student support services
- Upholding compliance requirements, and
- Securing government funding for your enrolment.

In preparing this form, the appropriate staff member will outline what information is needed and for what purposes in the section below. The ARC Retail Institute maintains that the requested information shall only be used explicitly for the purposes outlined below. By signing this form, you grant the ARC Retail Institute the authority to request the outlined personal information on your behalf.

Please carefully read the Student Management Department section, then complete and sign the Participant section. Upon completion, please return this form via email attachment. This can either be in direct reply to the source email or sent to [training@retail.org.au](mailto:training@retail.org.au).

## Student Management Department to complete:

<b>Requested organisation</b>	
<b>Participant name</b>	
<b>Requested information</b>	
<b>Purpose of request</b>	
<b>Student Management Department team member</b>	
<b>Signature</b>	
<b>Date</b>	

## Participant to complete:

<b>Declaration</b>	<p>I hereby authorise the Australian Retail Council Retail Institute to request the above information on my behalf. I acknowledge that the above information will be used for the purposes outlined above.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>Participant name</b>	
<b>Signature</b>	
<b>Date</b>	