



Requesting amendment to University records concerning your personal affairs

Under Section 31 of the *Freedom of Information Act 1991 (SA)*

The South Australian *Freedom of Information Act 1991* (the FOI Act) gives you the right to apply for amendment of documents concerning your personal affairs if you believe that they are incomplete, incorrect, misleading or out-of-date.

Making a Request for Amendment

Applications for amendment of the University's records must be made in writing in accordance with Section 31 of the FOI Act.

You need to provide sufficient information to enable the document to be identified and you must also specify the amendment you wish to have made.

An application form is available on the University's FOI website at <https://www.adelaide.edu.au/legalandrisk/freedom-of-information>.

How much will it cost?

Applications for amendment are free.

How long will it take?

An application for amendment to a document will generally be dealt with within 30 calendar days of it being received. The University will provide you with a written determination.

If you do not receive a determination within 30 calendar days you can assume that the University has refused your application but it is advisable that you contact the University's FOI Officer to discuss.

What if the University refuses?

If the University refuses your request to amend its records you can lodge an application for review or appeal. Information about your rights to review or appeal will be included with the determination.

Requesting Notations

If the University refuses to amend its records, you can, in accordance with Section 37 of the Act, require that the University add a notation to those records. This request must be made in writing and include the notation to be added.

A notation can specify the reasons why you believe the information about your personal affairs is incomplete, incorrect, out-of-date or misleading and include information you believe necessary to complete your records or bring them up-to-date.

Further Information

If you need assistance in making an amendment application please contact the University's FOI Officer at foi@adelaide.edu.au.

Further information about Freedom of Information can be found on the State Records of South Australia website www.archives.sa.gov.au.