

## Denial of Access to Personal Information

**Name of Person making the request:**

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**Date of request:** (Copy of original request form attached)

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I regret to inform you that the College has declined your request for access to your personal information for the reasons indicated below and which are permitted exceptions under the Privacy Act:

- Your access to the requested information will unreasonably impact on the privacy of other individuals.
- The requested information relates to existing or anticipated legal proceedings.
- The information will reveal the intentions of the College in negotiations between you and the College in such a way as to prejudice those negotiations. The College understands that giving you the requested information would be unlawful.
- The College understands that denial of your access to the requested information is required under law.
- The College is of the opinion that providing you with access to the information is likely to prejudice the presentation, detection, investigation, prosecution, or punishment of an unlawful activity; or if it is likely to hinder the activity of a law enforcement agency or legal proceedings.
- The College is of the opinion that providing your access to the requested information is likely to reveal evaluative information generated within the College in connection with commercially sensitive decision-making processes.
- The College regards your request as frivolous or vexatious.

**Other Comments:**

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**Signed – Privacy / Compliance Officer:**

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**Date:**

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**Signed – Principal / Director / Pastor:**

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**Date:**

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