

authority to act

In accordance with the Building and Construction Industry (Portable Long Service Leave) Act 1991, Contract Cleaning Industry (Portable Long Service Leave) Act 2005 and Community Services Industry (Portable Long Service Leave) Act 2020

QLeave has a legal obligation to respect your privacy and confidentiality and cannot make changes to your records, or give out your details, without your written authority.

If you would like someone else to access and adjust your personal records held by QLeave, you are required to send a written request to have that person recognised as an 'Authorised Person'.

Please complete the form below authorising another person to act on your behalf. This notice will be attached to your records until you request that it be withdrawn, or you nominate another person.

I,	
(Please Print)	
of	
	Post Code
Phone Number	_ Mobile
Email	
Date of Birth	_ QLeave Membership Number
Nominate the following to be an 'Authorised Person' to access and adjust my personal details on QLeave records	
Name of Authorised Person(Please Pri	nt)
Date of Birth	
Phone Number	_ Mobile
Email	
Signature of Authorised Person	Date
Member Signature	Date
SUPPORTING DOCUMENTATION	
Please attach valid photo identification for the authorised person. For exar	nple, a copy of their current drivers licence, passport or 18+ card.
WHEN COMPLETE, PLEASE SAVE AND EMAIL TO THE RELEVANT INDUSTRY EMAIL: -> Building & construction industry - members@qleave.qld.gov.au -> Contract cleaning industry - cci@qleave.qld.gov.au -> Community services industry - communityservices@qleave.qld.gov.au	

CONTACT QLEAVE



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QLeave is collecting the information on this form for the purposes of administering the *Building and Construction Industry* (*Portable Long Service Leave*) Act 1991, Contract Cleaning Industry (*Portable Long Service Leave*) Act 2005 and the Community Services Industry (*Portable Long Service Leave*) Act 2020 as required by those Acts. QLeave may give some or all of this information to various other Government departments or agencies as required or permitted by law.

