

## SENSITIVE: PERSONAL

THE COMMONWEALTH SUPERANNUATION RELEASE AUTHORITY  
RELEASE OF MEDICAL AND PERSONAL INFORMATION

I, \_\_\_\_\_ (insert full name),  
\_\_\_\_\_ (insert service number/PMKeyS) hereby authorise the release of a copy  
of my (please select one):

Service Health Record; and

Service File

to the Commonwealth Superannuation Corporation (CSC) for the purpose of determining my  
Invalidity Benefits should I separate from Department of Defence on medical grounds.

I am aware that I may withdraw my consent at any time and to do so I must notify CSC on  
[defence.notifications@csc.gov.au](mailto:defence.notifications@csc.gov.au)

I can be contacted using the information provided below.

Mobile Number: \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

Once completed, please send this form to: [defence.notifications@csc.gov.au](mailto:defence.notifications@csc.gov.au)

*For further details on how your information will be used please refer to page 2.*

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**Purpose of Consent:**

When you separate from the Department of Defence on medical grounds CSC assess your eligibility for Invalidation Benefits. To determine whether you are eligible for an Invalidation Benefit, CSC require access to your Health and Service records. When accessing this information CSC are seeking to understand what roles you undertook and qualifications you obtained during your time in service; what your medical conditions are at retirement and how those conditions may impact your ability to work following your transition from Defence.

**Further information on:**

**Service Health Record:** Defence maintains a Health Record for each member of the ADF. The Health Record is comprised of records of medical, dental and mental health services provided during a member's service in the ADF. Defence may only disclose health information to a person when the proposed disclosure is permitted under the *Privacy Act* and legal duties of confidence.

**Service File:** Defence also maintains a Service File for each member of the ADF. The Service File is comprised of records of promotion, training and education, medical, conditions of service, separation, enlistment, posting and career management, discipline and administrative consequences, leave and pay, legal, security and redress of grievance. Defence may only disclose personal information to a person when the proposed disclosure is permitted under the *Privacy Act* and legal duties of confidence.

*If you would like to know more please see the Defence Privacy Policy, the Privacy Statement of Joint Health Command Health Information of ADF Members, the Defence Health Manual Volume 2, Part 3, Chapter 1: 'Collection, use and disclosure of health information by Defence health personnel' and MILPERSMAN Part 1, Chapter 4: 'Military Personnel Policy Manual Privacy Notice'.*