

Formal Access Application

Government Information (Public Access) Act 2009 (GIPA)

Please print in BLOCK LETTERS with a black or blue pen

We encourage you to apply online at: <https://dcj.nsw.gov.au/about-us/gipa/apply-online-to-access-information.html>.

Please complete this form to formally apply for access to information held by the Department of Communities and Justice (the Department) under the *Government Information (Public Access) Act 2009 (GIPA Act)*.

If you need help completing this form, please contact the Open Government, Information and Privacy Unit on (02) 9716 2662.

Please mark relevant boxes with a . If you need more room to answer any questions, please include details on a separate page and attach it to this form.

- Are you a Care leaver seeking access to records about your time in out-of-home care?
If you grew up in a children's home or in foster care, you may have been in out-of-home care. People who have left out-of-home care are known as "care leavers". Care leavers are entitled to access personal information about themselves regarding their time in care by lodging a request directly with the Care Leaver Records Access Unit, free of charge. For further information, go to <https://www.facs.nsw.gov.au/families/out-of-home-care/about-out-of-home-care/were-you-in-out-of-home-care>, or alternatively, phone 1300 137 160 or 02 9716 2500.

APPLICANT DETAILS

Select the type of applicant that best describes you:

- Member of the Public Legal Representative Private Sector
 Member of Parliament Media Representative Non-for-Profit Organisation

Your details

Title	<input type="text"/>
Mr, Mrs, Ms, Miss, Mx	
Last name or family name	<input type="text"/>
Given name(s)	<input type="text"/>
Date of birth	<input type="text" value="DD / MM / YYYY"/>
If applicable: Company Name	<input type="text"/>
Postal Address: Unit/House number	<input type="text"/>
Street/Avenue	<input type="text"/>
Town/Suburb	<input type="text"/>
Postcode	<input type="text"/>
Contact number	<input type="text"/>
Email	<input type="text"/>

I agree to receive all correspondence related to this application at the above email address.
 Yes No

Proof of Identity

- When seeking access to government information, an applicant must provide proof of identity in the form of one of the following documents.
- Australian Driver Licence
 Current passport
 Other - proof of signature and current address details

Please attach a copy of identification to the application.

AUTHORISING A PERSON / AGENCY TO ACT ON YOUR BEHALF

Attach a separate authority or complete this section **ONLY** if you are authorising another person to act on your behalf.

Name of person / solicitor/ agency acting on your behalf

Last name or family name

Given name(s)

Company Name

Address of person / solicitor/ agency acting on your behalf

Unit/House number

Street/Avenue

Town/Suburb

Postcode

Contact number

Email

Signature of Applicant

Date

GOVERNMENT INFORMATION

Are there current legal proceedings relevant to your request for information?

Yes

No

Are you seeking access to your own personal information only?

Yes

No

We may remove personal information of other persons and, if appropriate, staff names from documents. Do you consent to this?

Yes

No – We may be required to consult any third party whose personal information is contained in the records.

If applicable: DCJ reference number:

Select the type of information you are seeking:

Housing

Child Protection

Ageing/Disability

Youth Justice

Other (please detail)

Corrective Services

Date range (if applicable) for the records: from

to

Please provide sufficient detail below* of the information you would like to access, to enable us to identify it.

If your application is unclear we may not be able to find it or it may be deemed invalid (e.g statements such as “including but not limited to...” and “all records held in relation to...” may result in an application being deemed invalid).

*(attach additional pages if necessary)

You can only apply for access to information that is already held by the agency. You may also wish to provide a reason for lodging your request or attach additional information or documentation that you feel will support your claim for access to the requested documents/information.

APPLICATION FEE

I attach payment of the \$30.00 application fee by way of:

EFT Transfer

Bank Account:

Department of Justice Operating Account

BSB: 032001 **Account number:** 201716

If paying by EFT you must attach proof of payment to this application.

Cheque/Money Order*

*Cheques/Money orders are to be made payable to the
Department of Communities and Justice

Financial hardship – Some applicants may be entitled to a 50% reduction in the application fee.

If you wish to apply for a discount, please indicate the reason below and attach supporting documents (e.g. Health Card, Pension or Centrelink card).

CONSULTATION

The Department may be required to consult with third parties before deciding the application. Please note that a 10 business day extension will be applied if consultation is required. For the purposes of consultation, please indicate if the Department can disclose the following information about you, as the applicant, to third parties:

Your name and/or company name? Yes No

Your reason for making this application? Yes No

DISCLOSURE LOG

If the information sought is released to you and would be of interest to other members of the public, details about your application (excluding your personal information) may be published in the Department's disclosure log on our website.

Please note that this does not apply to requests for your own personal information.

Do you object to information released being included in the disclosure log? Yes -why? No

DCJ PRIVACY STATEMENT

This privacy notice applies to the Department. The Department and its related agencies/divisions comply with NSW privacy legislation when collecting and managing, personal and health information. The information we collect from you (or from an authorised third party) will be held by the Department. Your personal information will be used for the purpose(s) it was collected (for example to provide services to you) or any related, secondary purpose. We may also use your information within the Department as a whole to plan, coordinate and improve the way we provide services. The Department is legally authorised to disclose information to outside bodies in certain circumstances.

Further information about your privacy rights and how you can access your personal information can be found on the Department's Privacy Notice available on the Department's website at: <https://www.dcj.nsw.gov.au/statements/privacy.html> or by calling: 02 9716 2662.

The Department's Privacy Management Plan (PMP) explains how the Department complies with its obligations under the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*. The Department's PMP can be found on the Department's website at <https://www.dcj.nsw.gov.au/statements/privacy/privacy-management-plan.html>

Generally you have the right to access and correct the information if you believe that it is incorrect. If you wish to do so, please contact the Open Government, Information and Privacy Unit at infoandprivacy@dcj.nsw.gov.au or call 02 9716 2662.

Applicant's Signature*

X

Date

DD / MM / YYYY

*** by signing this form, I certify the information provided in this form is true and accurate to the best of my knowledge.**

WHERE DO I LODGE THIS FORM?

You can lodge this form by mailing or emailing it to:

Post Open Government, Information and Privacy Unit
Department of Communities and Justice
Locked Bag 5000
PARRAMATTA NSW 2124

Email infoandprivacy@dcj.nsw.gov.au
Proof of a completed EFT funds transfer must accompany any emailed application