

# Informal Request for Information

## Government Information

### (Public Access) Act 2009 (GIPA)

Please print in BLOCK LETTERS with a black or blue pen

Complete this form to apply for the informal release of information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. The Department of Communities and Justice (the Department) reserves the right to ask you to lodge a formal access application, including where the work involved exceeds our 2 hour limit of processing time.

If you need help in completing this form, please contact the Open Government, Information and Privacy Unit on (02) 9716 2662 or visit our website at <https://www.dcj.nsw.gov.au/about-us/gipa/right-to-information-policy.html>.

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

##### Your details

Title   
Mr, Mrs, Ms, Miss, Mx

Last name or family name

Given name(s)

Date of birth

Postal Address: Unit/House number  Street/Avenue

Town/Suburb  Postcode

Contact number

Email

##### Proof of identity

When seeking access to government information, an applicant must provide proof of identity in the form of a copy of any one of the following documents:

- Australian Driver Licence  
 Current passport  
 Other - proof of signature and current address details

## 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

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.

\*(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.

## PRIVACY STATEMENT

### DCJ Privacy Notice

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](mailto:infoandprivacy@dcj.nsw.gov.au) or call 02 9716 2662.

### Signature

Full name

Applicant's Signature\*

Date

*\* 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](mailto:infoandprivacy@dcj.nsw.gov.au)