



Government Information (Public Access) Act 2009

ACCESS APPLICATION

Applications made to the Information and Privacy Commission

This application form can be used to submit a request for information held by the Information and Privacy Commission of NSW (IPC).

Please note:

The Information and Privacy Commission of NSW does not hold information held by other NSW agencies such as local councils, NSW Police and other NSW Government agencies. To seek access to such information you should contact that agency directly. If you are not sure please contact the IPC for assistance.

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact the Information and Privacy Commission NSW on 1800 472 679.

1. Your details

Surname: Title: Mr / Mrs / Ms /Dr

Other names:

Postal address: Postcode:

Day-time telephone: Facsimile:

Email:

Aboriginal or Torres Strait Islander: Yes / No (circle one)

Do you have special needs for assistance with this application:

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I agree to receive correspondence at the above email address.

2. Proof of identity

Only required when you are requesting information on your own behalf

When seeking access to personal information, you must provide proof of identity in the form of a *certified copy* of any one of the following documents:

Australian driver's licence

with photograph, signature and current address

Current Australian passport

Other proof of signature and current address details

3. Government information

Please describe the information you would like to access in enough detail to allow the IPC to identify it.

Note: If you do not give enough details about the information, the IPC may refuse to process your application.

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Are you seeking personal information? **Yes / No** (circle one)

If you have applied at any time to another agency for substantially the same information, please provide the name of the other agency

4. Form of access

How do you wish to access the information?

- Inspect the document(s) A copy of the document(s)
- Access in another way (please specify)

5. Application fee

Under section 127 of the GIPA Act, the IPC exercises its discretion to waive the charge of \$30 for the application fee.

6. Third Party Consultation

Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or government agency, the IPC may be required to consult with third parties before deciding your application. The purpose of this consultation is for the IPC to determine whether the third party has an objection to disclosure of some or all of the information

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visit the IPC's website: www.ipc.nsw.gov.au

Office use only

Date application received:

File reference:

being requested. Please indicate whether you consent to your identity as an applicant being disclosed to the involved third party:

Do you object to this? **Yes / No** (circle one)

7. Disclosure log

If the information sought is released to you and we consider it may be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on our website. If you object to this, we must first decide if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log.

You can only object to the inclusion of information on an agency's disclosure log for one or more of the following grounds:

- The information includes personal information about you (or a deceased person for whom you are the personal representative)
- The information concerns your business, commercial, professional or financial interests
- The information concerns research that has been, or is being, or is intended to be , carried out by or on your behalf
- The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

Do you object to this? **Yes / No** (circle one)

Please note: if an agency decides to include information in its disclosure log despite your objection, you can seek a review of this decision.

8. Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

AND / OR

Special benefit to the public – please specify why below:

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9. Privacy Statement

The IPC is subject to the *Privacy and Personal Information Protection Act 1998* which requires us to comply with the Information Protection Principles. Your personal information is being collected to process your application for information pursuant to Part 4, Division 1 of the *Government Information (Public Access) Act 2009*. The IPC may use your personal information for the purposes of processing your application. The IPC will not disclose your personal information without your consent unless authorized or required by law. Your personal information will be held at the office of the IPC at Level 15, McKell Building, 2-24 Rawson Place, Haymarket NSW 2000. You have the right to access and correct your personal information if you believe that it is incorrect. If you wish to do so, you can contact the IPC on 1800 472 679 or ipcinfo@ipc.nsw.gov.au.

Applications can be lodged through the following channels:

Right to Information Officer
Information and Privacy Commission
GPO Box 7011
Sydney NSW 2001

ipcinfo@ipc.nsw.gov.au

Your signature: Date:

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