

Request for Personal Information

Under the Information Act 2002 (NT)

In order to progress your application the Department of Territory Families, Housing and Communities will need to sight your personal identification (see Note 1 overleaf). For information on where to lodge this application form see Note 2.

Fields marked with an asterisk (*) are required. Fields marked with a caret (^) are for office use only.			
Applicant details			
Title* (Mr/Mrs/Miss/Ms/Other)			
Surname*		Given names*	
Telephone A/H*		Telephone B/H*	
Fax*		Email address*	
Address*			
Preferred contact method* (Phone/Mail/Email/Fax)			
Information request			
I would like access to the following information:* (Please provide sufficient details about the information you are requesting to enable the department to identify the information e.g. dates, location, subject matter etc. If insufficient space, please attach a separate sheet of paper). See Note 3 – Processing your application and Note 4 – Decisions in relation to your application.			
I want to inspect the document(s)* (Yes/No)			
I want a copy of the document(s)* (Yes/No)			

Fees and charges

No application fee applies to requests for personal information. However, if you have indicated that you wish to inspect your personal information, the first two hours are free and thereafter a fee of \$25 per hour, or part thereof, may apply. (Fees may be waived or reduced under certain circumstances).

Declaration

I understand that before I obtain access to the information I may be required to pay costs in relation to the inspection and retrieval of information if required under the Information Act 2002 Regulations, and that I will be supplied with an estimate of fees if applicable.

I certify that the information supplied by me concerning this application is complete and true to the best of my knowledge.

Signature***Date***

The Information Act 2002 requires you to supply your name and address for correspondence. This Department also collects other personal information in this application for the purpose of responding to your request. The information may be disclosed to other agencies where a review or complaint arises from the application, where another agency is required to deal with the application, or where disclosure is required by law. The application may be delayed if you do not provide detailed information in full. You are able to access the information in this form at any time by contacting Freedom of Information on 08 8999 8490 or email: TFHC.InfoAccess@nt.gov.au.

Office use only^**Request no.^****Date application received^****Satisfied as to identity of applicant^ (Yes/No)****Receiving officer's name^****Signature of receiving officer^**

Notes for personal information form

Note 1 – Identification

You will be asked to show identification when lodging this application. If posting your application, please attach a photocopy of your driver's licence, passport, or other form of approved identification documentation. This is to ensure that the Department is satisfied as to your identity.

Note 2 – Where to lodge this application

This application can be posted, emailed or faxed to the:

Information Access – Legal and FOI
Department of Territory Families, Housing and Communities
PO Box 37037, Winnellie NT 0820
Fax: (08) 8942 6806
Email: TFHC.InfoAccess@nt.gov.au

It can also be lodged at any office of the department in all NT major centres. In remote communities it should be posted or faxed to the above address.

Note 3 – Response to your application

- The department shall respond to your request within 30 days after receiving your application. This response shall include written notification of the departments' decision. (Refer to note 4 below regarding decisions the department can make in relation to your application).
- In relation to your application, should it be necessary to view records within the department, you will be contacted regarding a suitable time and venue.

Note 4 – Decisions in relation to your application

The response to this application could inform you that the department may:

- provide access in whole or part,
- provide edited copies,
- defer access,
- refuse access because the information is exempt under the Act (see note below),
- refuse access because providing access would unreasonably interfere with the operations of the department,
- require more time to make a decision,
- the information cannot be found or identified,
- the information is not held by the department,
- the application has been referred to another Agency or
- the information is about a third party (refer to sections 21-30 of the Act).

Exemptions:

The department is not required to provide access to personal information classified as exempt under Schedule 2 (Information Privacy Principle 6) of the Act.

Assistance:

If you require assistance with completing this application please contact Freedom of Information by:

Telephone: (08) 8999 8490

Fax: (08) 8942 6806

Correspondence: PO Box 37037, WINNELLIE NT 0820

Email: TFHC.InfoAccess@nt.gov.au