

Request for Access to Personal Information

Privacy and Data Protection Act 2014

Informal Access Guide

Informal access to personal information may be given to an individual requesting information about themselves when:

1. It is easy to find and retrieve -

This means the information:

- is held locally in the office where the request has been made
- is held on an open file (relating to a current service/product)
- is held in a currently used database
- is clearly identified or associated with the name of the applicant
- can be retrieved easily by an officer with authority to release information to you.

2. It is a small volume of information

3. It is easy to separate from other information -

A persons information will often be mixed with information relating to other people. Some information is prohibited – or ‘exempt’– from release under the *Freedom Of Information Act 1982*, because the public interest in withholding it, outweighs the interest in providing access to it.

4. It does not identify another person -

Other individuals' privacy must be protected when a request for access is made by someone about information relating to themselves. For the information to be released there should be no information incorporated in it that identifies someone else (including e.g. family members).

5. It does not relate to a current court case or other sensitive issue -

Information relating to law enforcement activities protecting the capacity of enforcement bodies to enforce the law, or to protect national security. Information relating to an investigation of possible unlawful activity. It also means information relating to legal proceedings, protecting documents which would be privileged in a court or tribunal.

6. It does not relate to a commercial negotiation -

The information is not about a negotiation, where providing access would expose the department to unreasonable disadvantage.

7. It is not a repeated or obviously vexatious request -

The information has not been previously requested by the applicant and released or refused.

8. It is not a document prohibited from access under other laws -

The information is not contained in a document prohibited from access under other laws such as the *Freedom of Information Act 1982*.

9. It is not a document that would result in harm if released -

Information clearly marked as provided in confidence or information that would be potentially harmful if released. Information that, if released could cause serious threat to an individual's life health or welfare; or public health safety or welfare.

To apply for informal access complete the attached form attached and send it to:

Senior Privacy Advisor

FOI & Privacy Unit

Department of Environment, Land, Water and Planning

PO Box 500

East Melbourne VIC 8002

Email: foi.unit@depi.vic.gov.au

This form has been prepared to assist you in informally applying for access to small amounts of personal information about you, held by the Department of Environment, Land Water and Planning.

You may only use this form to apply for access to your own personal information, or on behalf of a minor, or other individual, where you have legal guardianship.

Please note, that where the information requested is voluminous, includes information about another individual, forms part of a legal action or a commercial transaction, you will be referred to the Freedom of Information process.

Your details

Name:

Address:

Phone:

Email:

Information sought

Who have you been dealing with?

Individual/Region/Office:

Contact details (if known):

Have you applied for access previously? Yes No

Signature

/ /
Date

If you wish to discuss your request or any privacy matters you may contact the Senior Privacy Advisor on 9637 8697 or the FOI & Privacy Unit, Legal Services Division on 9637 8331.

Privacy Collection Statement

DELWP will use the information you provide to assess and respond to your request for access to personal information about you. We will usually disclose your request to the area of the department where your information is held and if necessary, to other government agencies if they are required to assist in addressing your request or where disclosure is required by law.



Environment,
Land, Water
and Planning