

FREEDOM OF INFORMATION

PRIVACY

Application to access information

Use this form if you want to apply to access information held by Menzies School of Health Research. This application form can be lodged in person, via email at legal@menzies.edu.au or by mail to Privacy Officer, Menzies School of Health Research, John Matthews Building, Royal Darwin Hospital Campus, NT 0800

Please use **BLOCK** letters and write clearly

Title: ☐ Miss ☐ Ms ☐ Mrs ☐ Mr ☐ Dr ☐ Other

First Name:

Last Name:

Phone:

Email:

Postal Address:

Name of Division/Program within Menzies that holds the information you want to access:

Describe the information you want: *Please provide as much detail as possible e.g., dates created, location, subject matter, and who was involved.*

Preferred form of access: ☐ Copies ☐ Inspection ☐ Other

Application fee \$30 *(please check the relevant box)*

If your application is only for records that contain personal information about you, there is no fee. But if your application is for information that is not about you, or for a mix of personal and non-personal information, you must pay an application fee. You may apply for a waiver or reduction of fees.

☐ I attach a \$30 cheque/money order for the application fee as this relates to non-personal information or a mixture of personal and non-personal information.

☐ I attach a completed Application to Waive/Reduce Fees form in relation to the application fee.

☐ I limit my application to records that contain personal information about me – no fee.

Processing fee: *(please check the relevant box)*

A processing fee may be charged to cover costs of processing the application. If your application is only for records that contain personal information about you, the processing fee is more limited. In some cases, the fee may be waived or reduced. Menzies will give you an estimate of the fees and seek your agreement before proceeding further with the application.

☐ I understand that I may have to pay a processing fee in relation to the application

☐ I attach a completed Application to Waive/Reduce Fees form in relation to the processing fee

Identification: *(please check the relevant box)*

Menzies requires proof of your identity. If you are applying in person you will need to produce a form of identification for verification. If you are applying by post or email, you will need to attach a certified and dated copy of your identification document to this application form.

The NT Information Act 2002 requires you to supply your name and address for correspondence as well as sufficient details to identify the information you want. Additional contact details will assist Menzies in processing your application. Some personal information may have to be disclosed to other people to satisfy consultation requirements under the Act and make an informed decision on your application. If you want to discuss privacy issues, you may contact the Privacy Officer at legal@menzies.edu.au

☐ I have attached a certified and dated copy of my identification

Declaration

I *(applicant's full name)*

declare that all the information supplied by me concerning this application is complete and correct. I accept that the information provided by me in this application may also be disclosed to other persons and/or bodies where such disclosure is required by law, or where Menzies considers these other person/bodies to have legitimate interest in receiving it, and I consent to such disclosure.

Applicant's signature

Date

More Information

For more information about accessing information under the NT Information Act 2002 or the Privacy Act 1988 (Cth) contact the Privacy Officer at legal@menzies.edu.au or the NT Information Commissioner at infocomm@nt.gov.au

Office Use

Reference number

Date application received

Identification ☐ Yes ☐ No ☐ Identity known ☐ Driver's Licence ☐ Passport

Other attachments

Name

Signature