



Freedom of Information (FOI) request form

Instructions:

1. Fill in the form
2. Ensure one contact detail has been included
3. Include necessary documents (if required)
4. Post to the **relevant directorate or agency** (if known)
 If unknown, please post to: **CMTEDD Corporate – FOI Team**
 Chief Minister, Treasury and Economic Development Directorate,
 GPO Box 158, Canberra ACT 2601
 Or
 Scan and email to: CMTEDDFOI@act.gov.au

If unknown, the Chief Minister, Treasury and Economic Development Directorate will direct your request to the government agency responsible for the information you are seeking.

Privacy notice

Your personal information is collected to process your FOI request. It's handled in accordance with the Territory Privacy Principles under the *Information Privacy Act 2014*. Your personal information may be disclosed to other ACT Government Directorates where necessary to process your request but will not be disclosed to any other third party without your consent unless required by law. If your request is for personal information, evidence of your identity is required by law under section 30 of the *Freedom of Information Act 2016*. Your personal information will only be used for the purposes of managing your request and to communicate with you about your request. You can read how each directorate manages personal information in their privacy policies, accessible from <https://www.act.gov.au/directorates-and-agencies>

Assistance

If you need assistance preparing your request, please contact CMTEDD FOI TEAM on 6207 7754.

If you need an interpreter, please visit the free Translating and Interpreter Service at <https://www.tisnational.gov.au/>, or call 13 14 50.

Applicant information

Applicant details

I want to submit this request anonymously	Yes - please proceed to Contact Details No - please complete details below
Name	
Pronouns	
Chosen name	
Business/Organisation	



Contact details

Please provide at least one method to contact you. We use this information to confirm details of the request and deliver information to you once your request is completed.

Phone number

Email address

Postal address

Help us direct your request

What type of information are you requesting?

There are two types of information commonly asked for: personal information and non-personal or general information.

- Personal information refers to your own or another's personal affairs. If you wish to access personal information, you will need to provide proof of identity.
- Non-personal or general information is all the information held by government about how the government undertakes its functions and roles.

Are you requesting personal information?

Yes No

Who are you requesting information about?

Myself Someone else N/A

What information are you requesting access to?

To help us process your request, please include:

- a clear description of the information you're requesting, and which directorate holds the information (if known)
- proof of your identity if you're requesting your personal information
- a signed consent form if you're requesting information about someone else