

# Your Right to Know

## Tips for framing your information access application

An agency may refuse to deal with your GIPA application if dealing with the application causes an unreasonable and substantial diversion of resources for the agency. Therefore, it is important that your request for information under the GIPA Act is described clearly and specifically. This will enable an agency to better understand what information you seek and deal with the application.

Use the following checklist to help you achieve a successful outcome from your access application.

Tick the boxes  that you think apply to your application.

### I have identified and included...

- |   |  |
|---|--|
| <input type="checkbox"/> that I am requesting information under the GIPA Act                  | <input type="checkbox"/> the date range of the information I am requesting                         |
| <input type="checkbox"/> the subject matter of the information I am requesting                | <input type="checkbox"/> the type of information I am requesting, e.g. a report or emails          |
| <input type="checkbox"/> why the information is important to me                               | <input type="checkbox"/> whether the information is <u>personal</u> information                    |
| <input type="checkbox"/> whether the information may assist me in exercising any legal rights | <input type="checkbox"/> the name of the agency/agencies that hold the information I am requesting |

If you did not tick any of the above, then you may need to review your application before you submit it.

### Additional information

- a formal request for information must be made in writing
- there are specific time frames to process your request
  - see our fact sheet on time frames to process GIPA applications at [bit.ly/gipa-timeframes](http://bit.ly/gipa-timeframes)
- an agency must provide advice and assistance, where reasonable, to assist you to provide information necessary to enable you to make a valid access application, including providing you with a reasonable opportunity for you to amend your application
- processing fees apply from the second hour of processing (for general information requests) and from 20 hours of processing (for personal information requests)

Go to our website ([www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)) for more fact sheets on information access or see:

- Fact sheet on **unreasonable and substantial diversion of resources**: [bit.ly/gipa-diversion-resources](http://bit.ly/gipa-diversion-resources)
- Fact sheet on **making a valid access application**: [bit.ly/access-govt-information-nsw](http://bit.ly/access-govt-information-nsw)