# Information Act

# **Application for internal review**

You may use this form if you have been refused access to information or correction of personal information, or if you want review of a decision to charge a fee. Lodge the completed form with the organisation that handled your initial Application.

Your name and contact details: Title (please circle): Ms / Mrs / Miss / Mr / Dr /	Postal Address:
First Name:	
Family Name:	
Phone: (B/H)(A/H)	
Email:	
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<b>Details of your initial Application</b> Date you made Application:	
Reference number provided by organisation (if any):	
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<ul> <li>Are you seeking review of (please tick)</li> <li>Decision to refuse access</li> <li>Decision to charge a fee</li> <li>Decision about correction</li> <li>No decision received within time</li> </ul>	
Name the Organisation that made the decision:	
Name the person who made the decision:	
What was the date of the decision:	
What date did you receive the notice of the decision:	Your Application may be refused if it is over 30 days since you were notified of the decision.
Reasons for seeking internal review: Why are you unhappy with the organisation's decision?	

Reasons for seeking internal review (continued):			
		NI -	
Reasons continued on a separate sheet (Please circle):	Yes	No	

Sign Here	Date	/	

## **NOTES**

### <u>Privacy</u>

The *Information Act 2002* requires you to supply your name and an address for correspondence. Additional contact details will assist the organisation to deal with your Application. Some personal information may have to be disclosed to other people in order to deal with your Application for internal review. If you want to discuss privacy issues, you may contact the Information Officer within the organisation.

### More information

For more information about access and correction rights under the *Information Act 2002* you may visit <u>www.infocomm.nt.gov.au</u>, or contact the Office of the Information Commissioner — phone 1800 005 610 or 8999 1500, fax 8999 1828, email <u>infocomm@nt.gov.au</u>, or post PO Box 1344, Darwin NT 0801.

For help filling out this form, contact the Information Officer for the organisation that holds the information you want to access or have corrected (for details, contact the Government Switchboard on 8999 5511).