Bureau of Health Information

# GIPA Application

## Government Information (Public Access) Act 2009

Please complete this form to apply for formal access to government information held only by the **Bureau of Health Information (BHI)** under the Government Information (Public Access) Act 2009 (GIPA Act).

**IMPORTANT: This is not the application form to request access to medical records, or information held by hospitals, local health districts or health services.**

Please contact your hospital, doctor or local health district to apply for medical records or any other information held by that agency. See [health.nsw.gov.au/lhd/pages/default.aspx](https://www.health.nsw.gov.au/lhd/pages/default.aspx) to find your local health district or health service provider.

To apply for access to information held by BHI, please proceed with this form. If you need help filling it out, please contact BHI via email at: BHI-Enq@health.nsw.gov.au

### 1. Your details

**First name:** Click here to enter text. **Title:** Click here to enter text.

Last name: Click here to enter text. **Date of birth:** Click here to enter text.

**Postal address:** Click here to enter text.

**State:** Click here to enter text. **Postcode:** Click here to enter text.

**Telephone number:** Click here to enter text. **Email:** Click here to enter text.

[ ]  I agree to receive correspondence at the above email address

Note: Your application will not be valid unless it includes an Australian postal address or email address.

**Organisation:** Click here to enter text.

Type of applicant:

[ ]  Member of Parliament [ ]  Media representative

[ ]  Private sector business [ ]  Legal representative

[ ]  Patient / former patient [ ]  Staff member / former staff member

[ ]  Member of public [ ]  Union / local interest group

[ ]  Other

Do you have special needs for assistance with this application? Click here to enter text.

### 2. Government information

* Your application will not be considered valid unless you provide enough details to enable BHI to identify the information you are seeking (i.e. statements such as “including but not limited to…” and “all records held in relation to…” will likely result in an application deemed as invalid.)
* Should your scope be too broad, and we consider it a diversion of our resources to process, you will be invited to amend and reduce the scope of your application.
* You can only apply for access to information that is contained in records or documents currently held by BHI, at the time the application is received.
* BHI does NOT hold personal health information or medical records. To apply for this information, you must apply to the health service where you received your medical care. See [health.nsw.gov.au/lhd/pages/default.aspx](http://www.health.nsw.gov.au/lhd/pages/default.aspx)
* For non-personal information concerning other NSW Health agencies, including local health districts, please apply directly to the relevant agency for access to their information.
* BHI cannot be required to create a new document to respond to your application but may, if it is more administratively convenient, decide to do so (i.e. create a summary document rather than to copy all source documents).

I would like the following information held by the Bureau of Health Information (BHI):

Click here to enter text.

To minimise processing time and cost to you, you may wish to limit the scope of your application, by clarifying that you are only seeking information contained in certain records held by BHI, such as:

**By date:** Click here to enter text.
(i.e. only records created between X date and X date, or records created after X date)

**By type:** Click here to enter text.
(i.e. only external correspondence sent or received by BHI, and not any internal working papers of BHI)

**Other:** Click here to enter text.

Type of information you are seeking:

[ ]  Personal [ ]  Other

### 3. Have you applied to another agency for substantially similar information?

An applicant is required to inform the agency if they have previously sought substantially the same information from another agency.

Have you, at any time, applied for similar information from another agency? [ ]  Yes [ ]  No

If Yes, which agency? Click here to enter text.

### 4. Court/legal proceedings

An agency may refuse to deal with an access application if the agency reasonably believes the applicant, or person acting in concert with the applicant, is party to current proceedings before a court and able to apply to that court for the information.

[ ]  I confirm that no such proceedings are on foot with respect to the information requested in this application,

**OR**

[ ]  I confirm there are legal proceedings on foot with respect to the information requested in this application

### 5. Proof of identity

(only required when an applicant is requesting their own personal or health information)

When seeking access to personal information, an applicant must provide proof of identity in the form of certified copies of one of the following documents:

\*Please note that it must contain your photograph, current address and signature.

[ ]  Australian driver’s licence with photograph, signature and current address

[ ]  Current Australian passport

[ ]  Other identification with photograph, proof of signature, and current address details

\*If you are completing this form on behalf of someone else, please attach evidence of your authorisation to do so. An original signed authority by the applicant is required.

\*Certified means the document has been verified, signed and dated by an authorised person (Justic of the Peace [JP], doctor, teacher, pharmacist, legal practitioner, postmaster – Australia Post)

### 6. Form of access

How do you wish to access the information?

[ ]  A copy of the document(s)

[ ]  Access in another way (please specify) Click here to enter text.

### 7. Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency’s ‘disclosure log’. This is published on the agency’s website. Note that personal information will not be published on our disclosure log.

Do you object to this? [ ]  Yes [ ]  No

### 8. Third-party consent

If the information sought is of a kind that would require consultation with a third party (as required under section 54 of the GIPA Act), your name may be disclosed to a third party.

Do you consent to this? [ ]  Yes [ ]  No

[ ]  I understand that not agreeing could affect the outcome of my application.

### 9. Personal information contained within documents

We may remove personal information of other persons and, if appropriate, staff names from documents.

Do you consent to this? [ ]  Yes [ ]  No

\*If No is selected, we are required to consult with any third party whose personal information is contained in the records.

### 10. Processing fees

* Under the GIPA Act, the application fee is $30.00 which, in a request for personal documents, covers 20 hours of processing.
* Processing charges for non-personal requests are $30.00 per hour.
* If it appears that it will take more than four hours to process and finalise your application, we may request an advance deposit of 50% of the estimated processing charges, before continuing with the application.
* The processing time to complete the application stops until payment has been received by BHI.
* Processing charges (not including the application fee) *may* be reduced by 50% if you are: the holder of a Pensioner Concession card issued by the Commonwealth that is in force; a full-time student, applying for or on behalf of a non-profit organisation); or where a public interest is sufficiently demonstrated.
* Decisions on discounts to processing fees are not made until the decision is being finalised.

### 11. Application fee

[ ]  I attached payment of the **$30 application fee** made out to the **Bureau of Health Information**

by either:

[ ]  Cheque [ ]  Money order

OR

[ ]  Online payment by Electronic Funds Transfer (EFT)

**Instructions:**

1. Amount = $30.
2. Payment reference/description = please include your name, date of application, GIPA advance deposit fee to BHI.
3. Payment type = Electronic Funds Transfer

Entity: Bureau of Health Information OU

Bank: ANZ Banking Group – ST LEONARDS, NSW

BSB: 012-699

Account: 564208350

SWIFT Code: ANZBAU3MXXX

1. Receipt: Please email a copy of your EFT remittance to:
BHI-Enq@health.nsw.gov.au; BHI-Procurement@health.nsw.gov.au

**IMPORTANT:** Your application will require your $30 payment or a copy of the online payment receipt to be provided, before it can be deemed a valid application.

**Applicant’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** Click here to enter text.

**INFORMATION FOR APPLICANTS**

* Please try to provide as much detail as you can to help us identify the documents you want.
* You will be contacted within five working days after the application is received to notify you of the agency’s decision as to the validity of your application.

An application is not valid if it is an application for excluded information of the agency or does not comply with the formal requirements for access applications as per section 41 of the GIPA Act.

* Your request will be dealt with as soon as possible, and in any case within 20 working days after it is registered. However, if an agency is obliged to conduct third party consultations, section 54 of the GIPA Act provides for an additional 10 working days [up to a maximum of 15 working day], unless an extension of time is required) in which to process the application.
* If the documents you seek are more likely to be held by another agency, your request will be transferred, and you will be notified.
* **Please send this form and the application fee to:**

Right to Information Officer
Bureau of Health Information
1 Reserve Road
St Leonards NSW 2065
Australia

OR

via email, with copy of EFT remittance attached, to:
BHI-Enq@health.nsw.gov.au; BHI-Procurement@health.nsw.gov.au

**Privacy statement**

Under the GIPA Act you must provide your name and address or email address and a description of the information you seek access to.

If you do not provide all information requested, we may not be able to process your application. Your details will be stored and managed in accordance with the Privacy and Personal Information Protection Act 1998 and the State Records Act 1998.

Your information will not be used for any other purpose and will not be given to any other third party except where required by law.

General information about the GIPA Act is available by calling The Information and Privacy Commission NSW on:

Freecall: 1800 472 679

Email: ipcinfo@ipc.nsw.gov.au

Website: [ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

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| **OFFICE USE ONLY**Date application received: Click here to enter text. Received by: Click here to enter text. |