

## Application for Ombudsman review under the *ACT Freedom of Information Act 2016*

Please complete the form below and send to [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au) together with any supporting documentation.

<i>Please provide your details or those of your organisation or business</i>		
<b>1</b>	Are you an organisation or business requesting a review?	No <input type="checkbox"/> <i>Go to next question</i> Yes <input type="checkbox"/> <i>Go to question 4</i>
<b>2</b>	Applicant name	
<b>3</b>	<b>Contact details</b> Email: Phone number: Postal address:	<i>Go to question 7</i>
<b>4</b>	Name of organisation or business	
<b>5</b>	<b>Organisation details</b> Email: Phone number: Postal address:	
<b>6</b>	<b>Contact person's details</b> Email: Phone number: Postal address:	
<i>Please provide details of the agency of Minister who made the FOI decision you want reviewed.</i>		
<b>7</b>	Name of agency or Minister	
<b>8</b>	Have you received a decision	Yes <input type="checkbox"/> <i>Please attach a copy of the decision notice</i> No <input type="checkbox"/>

		<i>Date of access application:</i> Click or tap to enter a date. <i>Date decision was due (if known):</i> Click or tap to enter a date.
9	Reason you are applying for a review	Choose an item.
10	Please outline your reasons for seeking review including why you think the decision is wrong	
11	What action/result would you like from the ACT Ombudsman	

## Supporting information

If you are seeking a review of a decision to refuse an access application, please provide a copy of the decision you want reviewed and a copy of the original application. If you are lodging the review for someone else, you should also attach any documents which indicate you are authorised to act for that person. You may also attach other relevant documents that support your application.

If you are seeking a review of another decision or a failure to make a decision on your access application, please attach a copy of any relevant documentation.

## Your personal information

For information about how our Office will use the information you provide, please see **Attachment A**.

## Attachment A - Privacy Notice

### Use and disclosure of your information

We will use the information you have provided in this form to assess your application and conduct the Ombudsman's review.

We will provide the relevant agency or Minister with a copy of your application to respond to, and we may disclose the information you give us, including a copy of the documentation you have provided to us, to other people involved with the Ombudsman review.

Where appropriate, we may also disclose your information to other parties who have information relevant to your application. If we think we may need to disclose your information to an overseas entity, we will contact you first.

The Ombudsman must publish review decisions and reasons for decisions on the ACT Ombudsman website. If you are an individual applying for review, your name will not be included unless you give your consent.

### Collection of your information

We may need to collect further information from you in order to handle your application. If you do not provide us with this information, it may affect our ability to review the decision.

### Your personal information

If you have any further questions about how our office handles the personal information we collect, see our privacy policy available on our [website](#) or contact [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au).

### Accessing your information

If you would like access to the information about you that the Ombudsman holds, please use our [online enquiry form](#) to request this information from the Office of Commonwealth Ombudsman (of which the ACT Ombudsman is part).

More information about accessing your information is also available on the ACT Ombudsman [website](#).