

Guidelines for schools - GIPA Act

In line with the Government Information (Public Access) Act 2009 (or 'GIPA Act') the department is committed to providing information to the public free of charge or for a nominal fee wherever possible. As well as this practice, known as 'proactive' release, schools will continue to deal with routine requests for information as they have always done.

Schools are encouraged to put as much information as possible about the school on their school website – this reduces requests for information.

If the school gets a request for access to information that is not usually available, use these steps to decide if the information can be informally released:

1. Ask for the request **in writing** (the applicant may need some help from the school to do this). The school's input will help to define the exact information required. Let the applicant know that they will get a response **within 10 school days**.
2. Use the [checklist](#) to help you determine whether or not you can deal with a request for access to student records informally at the school level.
- Let the applicant know **within 10 school days** whether the school can release the information they seek informally. If their request cannot be met in this way, refer the applicant to the formal access request procedure on the Information Access Unit website: <https://education.nsw.gov.au/about-us/rights-and-accountability/information-access>
3. If the school provides access to student information, record what is released on the [released student records](#) form and file it in the student's file.
4. Record the request for information as well as the outcome on the school's central [School Informal Access Request Log](#).

Please Remember:

- Requests for information received from the media should still be referred to the Media Unit by ringing: (02) 9561 8501
- [Informal release: Guidelines for staff](#) is available from the department website
- If you are unsure of the procedure for handling a request for information, or if you need advice:
 - visit the Information Access Unit's website:
 - <https://education.nsw.gov.au/about-us/rights-and-accountability/information-access> or
 - contact the unit on (02) 9561 8100 or via email: iaunit@det.nsw.edu.au