

## Informal release checklist for business units – GIPA Act

Use this checklist when your business unit receives a request for informal release of government information within your area of responsibility that is not routinely provided, to assess whether informal release is suitable. A separate Schools Checklist is provided for Principals for informal release of student records.

This process is informal and should be completed within 10 days of receiving the request. You may use your discretion about whether it is necessary to keep a record of this process; it will vary from case to case. Keeping a record of your decision may assist in future if the information is requested by other people or under a formal access request.

Only [officers authorised](#) by the Secretary can informally release information.

Authorised officers are encouraged (but not obliged) to provide access by informal release where it is suitable and can impose reasonable conditions on release if appropriate. Informal release can include omitting, deleting or blocking out information which would otherwise prevent informal release. If informal access is not provided, the applicant should be invited to make a formal access application.

The checklist and record of release is **confidential** to the process and should not be provided to the applicant, as it may reveal confidential or personal information about third parties.

[Guidelines](#) about informal release are available at the Right to Access page or contact Right to Access on 7814 3525, or email [GIPA@det.nsw.edu.au](mailto:GIPA@det.nsw.edu.au) for help.

| Checklist – Informal Release   |  | Yes /No |
|--------------------------------|--|---------|
| <b>Time required</b>           | Would the work involved in searching for, retrieving, compiling and deciding on informal release of the information unreasonably divert the resources of the business unit?<br><br>(This will depend on the work you do and the resources available – see guidelines for details)  |         |
| <b>Third party information</b> | Does the information involve or impact on external third parties?<br>(e.g. personal information of other people, information provided in confidence, commercial-in confidence information, confidential research)<br><br>If not, is it impracticable to omit, delete or block out the information relating to third parties? |         |
| <b>Public interest test</b>    | Is there an overriding public interest against disclosure<br>(see guidelines for details)  |         |
| <b>Other reasons</b>           | Are there any other reasons why informal release to this applicant is not suitable?  |         |

**If you answered YES to any item, informal release is not recommended.  
You can use the form at page 2 to record details of your decision if appropriate.**

|                 |   |  |
|-----------------|---|--|
| <b>Granted</b>  | Information released informally   |  |
| <b>Declined</b> | Information not released<br><i>(Advise applicant of the right to make a formal access application under GIPA Act – see the website <a href="https://education.nsw.gov.au/about-us/rights-and-accountability/information-access">https://education.nsw.gov.au/about-us/rights-and-accountability/information-access</a>)</i> |  |

**Record of informal release - *optional***

**Request details**

|  |  |
|--|--|
| Name of person requesting access*              |  |
| Information requested (or attach request)      |  |
| Document version / date:                       |  |
| Reference number:                              |  |
| Summary of information considered for release: |  |

*\* Note: For privacy reasons, a person requesting his/her own personal information needs to apply in writing and provide ID with signature & photo, unless the decision-maker is satisfied as to his/her identity (e.g. a current staff member within the business unit). A person requesting access on behalf of another person must provide written permission from the other person and ID for both parties.*

**Reasons for decision:**

*Include the key issues that led you to this decision and whether any information was deleted from the copy provided.*

---



---



---



---



---

**Name:** \_\_\_\_\_ **Position** \_\_\_\_\_  
*(Authorised Officer – see Delegations)*

**Business Centre:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_