

# Freedom of Information Release of personal information

## Fact sheet

## When can personal information be released?

If the department receives a request for documents which contain your personal information it may decide that it is reasonable to release this information. If it is practicable to do so, the department must notify you of the decision to release your information and advise you of your rights of appeal. The documents must not be released until after the 60 day appeal period has expired.

## Appeals

If you object to the department releasing personal information about you to an applicant, you have the right to appeal to the Victorian Civil and Administrative Tribunal (VCAT).

You must apply to VCAT within 60 days of you receiving notice that the department has decided it is reasonable to release this personal information. VCAT will make a decision on whether it is reasonable to release your personal information.

The main office of VCAT is located at:

55 King Street  
Melbourne Victoria 3000  
Phone: (03) 9628 9755  
Fax: (03) 9628 9788  
Email: [vcat@vcat.vic.gov.au](mailto:vcat@vcat.vic.gov.au)

Application forms and information about reviews are also available on the VCAT website: [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au)

## Complaints

You also have the right to complain to the Freedom of Information Commissioner if you object to the release of your personal information. Complaints must be made in writing within 60 days of receiving notification of the release of this personal information. The Commissioner can investigate the complaint and make recommendations to the agency regarding its decision.

## Contact the Freedom of Information Commissioner at:

Freedom of Information Commissioner  
Office of the Freedom of Information Commissioner  
PO Box 24274  
Melbourne Victoria 3001  
[enquiries@foicommissioner.vic.gov.au](mailto:enquiries@foicommissioner.vic.gov.au)

Complaint application forms are available on the Commissioner's website: [www.foicommissioner.vic.gov.au](http://www.foicommissioner.vic.gov.au)

To receive this publication in an accessible format phone (03) 9096 8449, using the National Relay Service 13 36 77 if required, or email [foi@dhhs.vic.gov.au](mailto:foi@dhhs.vic.gov.au)

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