



APPLICATION FOR INTERNAL REVIEW

Information Act Section 38

You may use this form if you have been refused access to information or correction of personal information, or if you want review of a decision to charge a fee.

Lodge the completed form with Batchelor Institute of Indigenous Tertiary Education.

SECTION 1 – NAME AND CONTACT DETAILS

Surname	Date requested
First name	Phone/extension
Email address	
Postal address	

SECTION 2 – DETAILS OF INITIAL APPLICATION

Date you made application
Reference number (if applicable)

SECTION 3 – REVIEW OF DECISION

Are you seeking review of (please tick):

- | | |
|---|--|
| <input type="radio"/> Decision to refuse access | <input type="radio"/> Decision to charge a fee |
| <input type="radio"/> Decision about correction | <input type="radio"/> No decision received within time |

Name the organisation that made the decision

Name the person who made the decision

What was the date of the decision?

What date did you receive the notice of the decision?

Your application may be refused if it is over 30 days since you were notified of the decision.

SECTION 4 – REASON FOR SEEKING REVIEW

Why are you unhappy with the organisation's decision?

Attach separate sheet of paper if required.

SECTION 5 – SIGNATURE

Signature

Date

Notes

Privacy

The Information Act requires you to supply your name and an address for correspondence, as well as sufficient details to identify the information you want. Additional contact details will assist the organisation to process your Application. Some personal information may have to be disclosed to other people in order to satisfy consultation requirements under the Act and make an informed decision on your Application. If you want to discuss privacy issues, you may contact the Privacy Officer within the organisation.

More information

For more information about access to NT government information under the Information Act you can visit www.infocomm.nt.gov.au, or contact the Office of the Information Commissioner—phone 1800 005 610 or (08) 8999 1500, fax (08) 8981 3812, email infocomm@nt.gov.au, or post PO Box 3750, Darwin NT 0801.

For help filling out this form, contact Batchelor Institute of Indigenous Tertiary Education Privacy Officer – phone (08) 8939 7345 or the organisation that holds the information you want (for details, contact Batchelor Institute on (08) 8939 7345).