

Freedom of Information Procedure

1 Introduction and Scope

- 1.1. The purpose of this procedure is for persons external to Menzies to know how to seek access to Menzies School of Health Research corporate information, or to any personal information held by Menzies.

2 Supporting Policy

- 2.1 Menzies Information and Privacy Policy

3 Accessing Information

- 3.1. In the first instance, contact the Menzies Information Officer at the address below. This often makes a formal application under the Freedom of Information provisions unnecessary.
- 3.2. After that, if the corporate or personal information you are seeking has not been made available to you, you can make a formal written application under the *NT Information Act*. These applications should be on the attached form, and sent to the Menzies Information Officer at the address below, where they will be dealt with according to the provisions of the Act (see <http://www.infocomm.nt.gov.au/foi/index.htm>).
- 3.3. Other matters to note are:
- Freedom of Information applications may involve a fee, set in accordance with the NT Information Regulations (see <http://www.infocomm.nt.gov.au/foi/cost.htm>).
 - You may be asked to verify your identity.
 - Some personal information collected for research purposes may not be altered, provided it was correct at the time of collection.
- 3.4. If you are not satisfied with the decision after you have received notification of the results of your Freedom of Information application, you can apply in writing for an internal review at the address below, within 30 days of receiving the notice of the initial decision. You do not have to fill out an application form. But your application must:
- be in writing.
 - specify the name of the applicant and an address for correspondence.
 - identify the decision and the application on which it was made.
 - set out the reasons why the applicant is seeking review.
- 3.5. If you are still not satisfied after an internal review, you can complain to the Information Commissioner (see <http://www.infocomm.nt.gov.au/>) within 90 days of receiving notice of the internal review decision.

4 Contact Information

The address for initial queries, Freedom of Information applications and complaints is:

legal@menzies.edu.au

or

Information Officer
Menzies School of Health Research
PO Box 41096
Casuarina NT 0811

The NT Office of the Information Commissioner:
Freecall: 1800 005 610
Postal Address:
GPO Box 1344
DARWIN NT 0801
Web address: <http://www.infocomm.nt.gov.au>
Email address: infocomm@nt.gov.au

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Authorising Officer

Director, Menzies School of Health Research



Signature