

## Access to Information Request Form

### 1. I Am:

- Seeking my own information (e.g. care leaver, student, client, employee)
- An organisation submitting a request on behalf of an individual
- Undertaking family history research
- Undertaking research about the Diocese
- Other [*please describe your purpose for requesting access to information*]:

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Please note, we use the same form for an individual seeking information about themselves and those that fall within two generations (that is children and grandchildren) of descendants of care leavers.

### 2. How Can We Contact You?

Title:					
First Name:		Last Name:			
Organisation: <small>(If applicable)</small>					
Postal Address:					
Suburb:		State:		Post Code:	
Phone Number:	M:			H:	
Email:					

What is your preferred method of contact to receive a reply?

- Email
- Post

### 3. Background Information About You

Please fill in as much detail about yourself, or the person you are asking about, as possible. Don't worry if you can't remember exact names or dates – just include what you can recall or an estimate date. If you require extra space for your responses, please attach a page to this form.

a. <b>Full name:</b> (If different to the contact name)			
b. <b>Other names you have been known by:</b>			
c. <b>Date of birth:</b>			
d. <b>Are you of Aboriginal or Torres Strait Islander Descent?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
e. <b>Were you in out-of-home care?</b> (If no, please go to question 3h)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
f. <b>Names of homes or institutions you were in care:</b> (If applicable)	<b>Name</b>	<b>Town/Suburb</b>	<b>Year/s</b>
g. <b>Names of foster parents you lived with:</b> (If applicable)	<b>Name</b>	<b>Town/Suburb</b>	<b>Year/s</b>
h. <b>Did you attend a catholic school or early education service in the Diocese?</b> (If no, please go to question 3j)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
i. <b>Names of the catholic school/s or early education service you attended:</b> (If applicable)	<b>Name of school/service</b>	<b>Grade/s</b>	<b>Year/s</b>
j. <b>Are you, or have you been, an employee of the Diocese?</b> (If no, please go to question 3l)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
k. <b>Name of the agency you worked at:</b>	<b>Agency Name</b>	<b>Site Name/Address</b>	<b>Year/s</b>
l. <b>Is there any additional information about you that may assist in locating your records?</b>			



## 4. Information About Your Family

Please complete section 4 if you are a care leaver, student, or undertaking family history research. Leave blank if this does not apply to you and proceed to section 5.

When searching for records about you, it may help if we have information about your family.

The Diocese of Maitland-Newcastle takes privacy very seriously and must follow the rules and regulations set out in the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APP) when it comes to disclosing personal information. You are entitled to your own personal information, but we are unable to disclose to you the personal information of others. The information you provide below will be used to assist in locating your own information but any personal information pertaining to them will be blacked out as part of this request if information is released.

However, where appropriate, we can disclose the personal information of others in certain scenarios, including:

1. If it is established that the person is deceased; or
2. If the health information of a genetic family member is necessarily required to lessen or prevent a serious threat to your life, health, or safety; or
3. If they provide consent for their information to be released as part of this request.

When completing this section don't worry if you can't remember all or exact names and dates. Just include what you can recall or an estimate date. If you require extra space for your responses, please attach a page to this form.

<b>Mother's name:</b>		<b>Date of birth:</b>	
<b>Other names mother has been known by:</b>			
<b>Father's name:</b>		<b>Date of birth:</b>	
<b>Other names father has been known by:</b>			
<b>Siblings' name/s:</b>	<b>Name</b>	<b>Date of birth</b>	<b>Foster parents/homes where they lived</b>
<b>Is there any additional information about your family that may assist in locating your records?</b>			

## 5. Proof of Your Identity

Before we can begin a search for records, we need to have proof of your identity. Please provide a photocopy of two of the following documents with your application as proof of your identity:

- Birth certificate
- Driver licence
- Health care card
- Passport

If the name used in records is different to what you are known by now, we will also need proof that you are this person. Please provide a photocopy of one of the following documents (or any other appropriate document showing evidence of your name change):

- Change of name certificate
- Marriage certificate
- Statutory declaration

## 6. Consent

If you would like another person or organisation to act on your behalf for this access to information request, please complete the details below to provide permission for them to access and/or receive information about you.

- a) I give the following person or organisation permission to act on my behalf to access information about me:

I give consent       Not applicable

First Name:		Last Name:	
Organisation: (If applicable)			
Postal Address:			
Suburb:		State:	
		Post Code:	
Phone Number:	M:	H:	
Email:			

- b) I give permission for information held by the Diocese of Maitland-Newcastle to be sent to the following person or organisation:

I give consent       Not applicable

First Name:		Last Name:	
Organisation: (If applicable)			
Postal Address:			
Suburb:		State:	
		Post Code:	
Phone Number:	M:	H:	
Email:			

## 7. Priority Access

All requests are undertaken as soon as possible, however if you have special circumstances that mean you need to access records urgently you can apply for Priority Access.

Applications that are granted priority access are dealt with before other applications we have received.

To be eligible for priority access you must provide evidence with your application of how you meet one of the four priority categories:

- Medical
- Compassionate
- Service Provision
- Legal

Do you require priority access for your request?

Yes       No

## 8. Checklist and Signature

I have completed to the following sections of this form where they are applicable to my request:

- Section 1 – I am ...
- Section 2 – How can we contact you
- Section 3 – Background information about you
- Section 4 – Information about your family
- Section 6 – Consent
- Section 7 – Priority access
- Section 8 – Checklist and Signature

I have attached supporting evidence for why the personal information of other people should not be redacted from information that is released to me – if applicable (section 4)

I have attached two proof of identity documents – required (section 5)

I have attached change of name documents – if applicable (section 5)

I have attached evidence for why I require priority access – if applicable (section 7)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 9. Lodging This Application

There is no charge to see your own records. Access to information requests can be lodged in two ways:

- Email this form and your supporting documents to: [archives@mn.catholic.org.au](mailto:archives@mn.catholic.org.au)

OR

- Post this form and your supporting documents to:

Care Leaver Record Access  
PO BOX 756  
Newcastle, NSW 2300  
Australia

## 10. Counselling

For some people accessing their information can evoke a range of responses. If you need support, wish to talk to a professional counsellor, or would like support whilst reviewing your file please feel free to contact our partner, The Rosewood Centre on 1800 613 155 or <https://rosewoodcentre.com.au/>.

## 11. Privacy Notice

The personal information you voluntarily provide in this form will be used to search for records held by Diocese of Maitland-Newcastle about you so we can respond to your application to access these records.

The information you provide will be held by the Governance Team. The Diocese of Maitland-Newcastle will not disclose your personal information without your consent unless authorised by law. You have the right to access and correct information held about you if you think it is incorrect.

## 12. Any Questions?

If you have any questions about your application, please contact the Collections and Community Research Officer on 02 4979 1391.

The Catholic Diocese of Maitland-Newcastle acknowledge the document “Access to Records by Forgotten Australian’s and Former Child Migrants, Access Principles for Records Holders & Best Practice Guidelines in Providing Access to Records” Commonwealth of Australia – Department of Social Services 2015

<https://www.dss.gov.au/families-and-children/programmes-services/family-relationships/find-and-connect-services-and-projects/access-to-records-by-forgotten-australians-and-former-child-migrants-access-principles-for-records-holders-best-practice-guidelines-in-providing-access>