



### Release of Information Request Form

I, \_\_\_\_\_ would like to request personal information you hold about me/ my dependant, child/children under my guardianship.

Child's name \_\_\_\_\_

If your organisation does not hold personal information about me/ named child, I would like confirmation of this.

I understand your organisation will first want to confirm my identity before responding to my request and that information may be refused or redacted in accordance with the Privacy Act of 1993 section 29 (1), (2) Principle 6 and 11.

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Type of Photo ID Sighted \_\_\_\_\_

Proof of Relationship to child \_\_\_\_\_ (Birth certificate/Court order)

Sighted by staff member (Printed Name) \_\_\_\_\_

Signature of Staff \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

All information received for the processing of this request will be kept confidential in accordance with our Privacy Policy.

## Information Sheet for Requesting Information Held by ACROSS Te Kotahitanga O Te Wairua

How do I request information you hold about me?

1. The request must be in writing by completing the Release of Information Request Form.
2. Please include your address and contact phone number.
3. **All** requests **must** be accompanied by photo identification e.g. driver's licence, passport, etc. Other forms of ID may be discussed in person.

How do I request information about my dependant (under 16 years of age)?

As above in steps 1-4, as well as proof of relationship to the child and their birth certificate.

For those over 16 years of age, follow steps 1-4.

Please note: Failure to supply all of the above information may result in a delay of processing.

How can I receive the information?

Once your request has been processed, you may up-lift the documents from the office or they may be couriered to you.

We do not recommend receiving the information via email as there can be significant risks to your privacy.