



ISSUES TO CONSIDER

AUTHORITY

- Do you have the authority to access the information?
- Do you have the authority to release the information?
- Have you sought the advice of a supervisor/ manager/commander if unsure whether the information can be released?

CONFIDENTIALITY

- Does the person requesting the information have a genuine need?
- Have you confirmed if release of the information is within the respective policy requirements?
- Would releasing the information be a breach of the Code of Conduct and Ethics?
- Have you followed correct procedures?
- Have you recorded all your accesses in your notebook ?
- Is there an overriding public interest against release of the information?

LEGISLATION

- Does the access and release of information comply with the Privacy & Personal Information Protection and Government Information & Public Access Act?
- Have you considered the relevant legislation when releasing information?
- Consider all State and Commonwealth legislation that prohibits the release of information. Seek advice from a supervisor if TI or SD material is requested.

THINGS TO REMEMBER

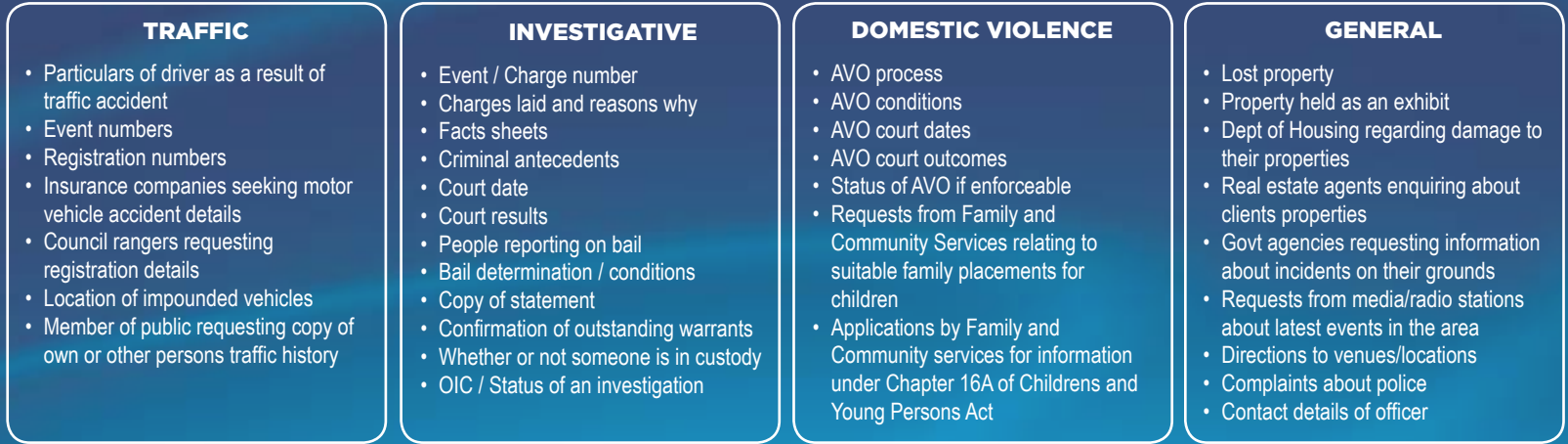
Prior to releasing information consider the following:

- Establish identity of the person requesting information
- Determine the person has an entitlement for the information
- Determine that you have authority to release the information
- Do not provide information to insurance companies or loss assessors, refer them to the Insurance Services Unit as a fee is required for their services.

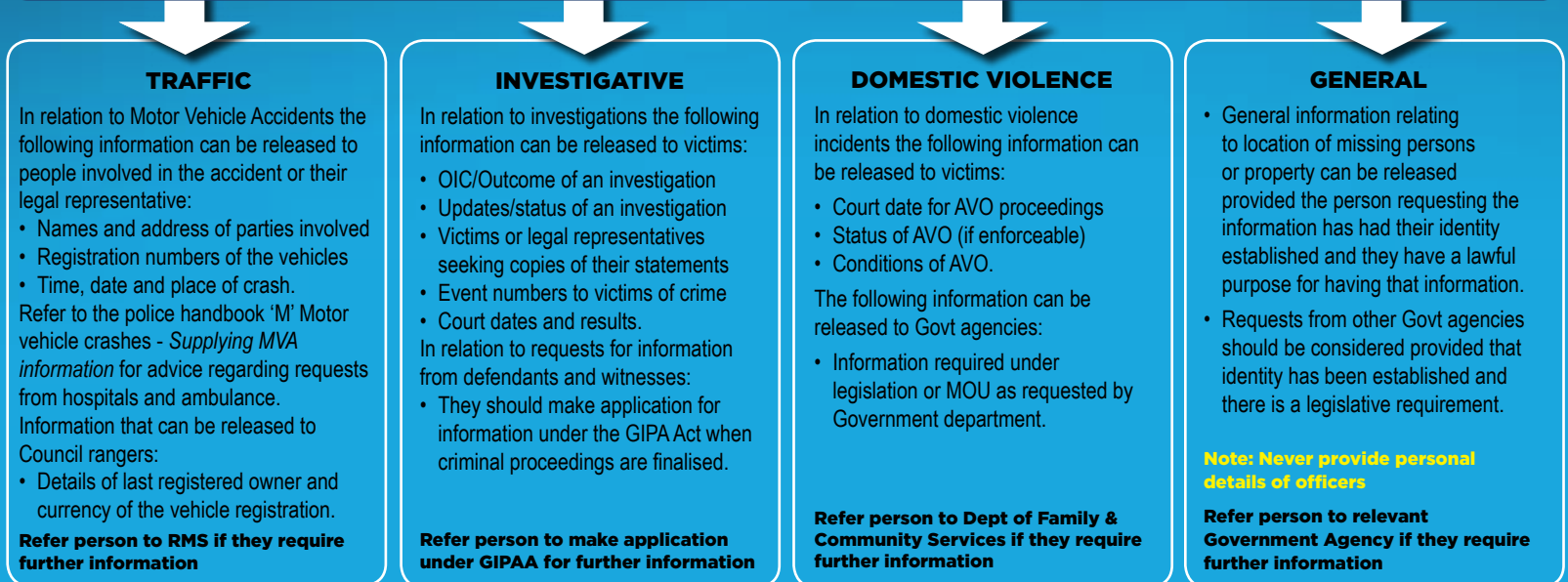
GUIDE TO THE RELEASE OF CONFIDENTIAL INFORMATION

This document is designed to assist in determining the type of information that should be released to members of the public and other external government agencies and the considerations prior to release of information. This is a **guide only** and not an exhaustive list of what can and cannot be released.

INFORMATION COMMONLY REQUESTED



INFORMATION THAT CAN BE RELEASED
(if not indicated below it cannot be released – check with your supervisor if unsure)



IF IN DOUBT ASK THE SUPERVISOR/COMMANDER