

Freedom of Information Statement

The Victorian *Freedom of Information Act 1982* (**FOI Act**) gives you the right to request information and access documents about your personal affairs and the activities of GOTAFE. You may also request that GOTAFE amend or remove incorrect or misleading information it holds about you.

The [Office of the Victorian Information Commissioner \(OVIC\) FOI website](#) contains further information to help you access government documents.

Freedom of Information and GOTAFE

GOTAFE is a prescribed authority (or 'agency') under the FOI Act and is required to comply with the procedures for gaining access to information held by agencies. A decision to release information is made by an authorised officer (Privacy Officer).

GOTAFE is committed to administering the FOI Act in a fair, objective and unbiased manner with a view to ensuring that the spirit of the FOI Act is upheld.

Under the FOI Act, there are exemptions that may apply to a request received by GOTAFE, including but not limited to documents affecting personal privacy or trade secrets and business.

A person does not have the right to obtain under the FOI Act publications which are sold by GOTAFE, documents which are held by the Public Record Office of Victoria or documents that are readily available to the public.

Making an FOI request

All enquiries or advice on freedom of information matters including requests to update personal information must be in writing and sent to:

- GOTAFE Privacy Officer, 152-200 Fryers Street, Shepparton or
- via email to privacy@gotafe.vic.edu.au

Applications must be as detailed as possible to assist the Privacy Officer to identify and locate the relevant documents.

Applications made under the FOI Act will generally incur a fee. These fees will be charged as defined within **the Freedom of Information (Access Charges) Regulations 2014**.

For further information, please visit the [OVIC site relating to costs](#). Payments by cheque or money order should be made out to GOTAFE.

Charges for access to documents will be in accordance with the *Freedom of Information (Access Charges) Regulations 2014*. The charges will cover time spent searching for documents and the cost of providing access.