

---

# Your right to Know

## Freedom of Information



### What information can I apply for?

You have a right to apply for access to any government information held by an NT public sector organisation.

Government information is records kept as evidence of the organisation's activities, including computer records, personal information about people and information about businesses.

You can apply for records. That does not include knowledge or views held by staff that has not been recorded. It does not include documents that once existed but have been destroyed before you apply.

### How do I apply?

You apply in writing to the public sector organisation that you think holds the information.

To assist the organisation to locate the information you want, make sure you give it as much detail as you can about what you are looking for.

### Will I get all the information I ask for?

You have a right to access any government information held by the organisation unless it is **exempt** information. The *Information Act* sets out exemptions that protect essential public interests and the private and business interests of others.

If an organisation decides that information is exempt you can ask for a review by the organisation. If you are not satisfied with that review you can complain to the Information Commissioner for an independent review.

### What does it cost?

If you only apply to access personal information about yourself, you may have to pay for the cost of providing access, eg, 20c per page for A4 photocopies.

Applications for non-personal information incur a \$30 application fee and processing charges.

### Is FOI the best way to go?

NT government organisations already publish a lot of information about what they do. Before you make an application, contact the organisation to see what information it has available and discuss the options for access.

For more, contact the Office of the Information Commissioner.



(08) 8999 1500 ☎ 1800 005 610  
[infocomm@nt.gov.au](mailto:infocomm@nt.gov.au) 📧 [infocomm.nt.gov.au](http://infocomm.nt.gov.au)