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## AUTHORITY TO ACCESS PERSONAL INFORMATION, INCLUDING CARE RECORDS

I am authorised to access the records because:

I am the person receiving care

I am authorised to act on behalf of the person receiving care (please attach evidence e.g. power of attorney / executor of estate / court order)

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## CONSULTATION WITH OTHER PEOPLE

If the documents identified include information about other people or organisations (including aged care service providers) we may need to ask them if they agree to the potential release of documents under FOI.

Where consultation with another person or organisation is necessary:

Do you agree to us telling the other person or organisation your name and that you made the FOI request?

Yes

No

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## DOCUMENTS REQUESTED

Please clearly describe the documents you want access to.

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## LOGGING AN FOI REQUEST

Lodge your FOI request by:

Email: [FOI@agedcarequality.gov.au](mailto:FOI@agedcarequality.gov.au)

Post: Freedom of Information Team  
Aged Care Quality and Safety Commission  
GPO Box 9819  
CANBERRA ACT 2601

Disclaimer: Under the *Aged Care Quality and Safety Act 2018*, the Aged Care Quality and Safety Commission can use any information it receives to help perform its regulatory functions. The Aged Care Quality and Safety Commission has procedures in place to ensure that personal information is protected against misuse and is not unlawfully disclosed.