### [Insert agency letterhead]

[Date]

Ref: [agency reference]

[Third party name]

**By email: [insert email]**

Dear [Name]

**Your right to apply for a review of a decision made under the *Freedom of Information Act 1982* (Vic)**

Consider your agency’s obligations under the *Privacy and Data Protection Act 2014* (Vic) before disclosing an applicant’s identity to a third party. Further, when describing the relevant document, be careful about disclosing exempt information to the third party.

[Use the paragraph below if you did not previously consult with the third party, otherwise delete]

As you would be aware, the [insert agency name] received a request under the *Freedom of Information Act 1982* (Vic) (**FOI Act**). [A document/Documents] which fall[s] within the terms of the request contain[s] information relating to [you/your organisation].

[Use the two paragraphs below if you have previously consulted with the third party, otherwise delete]

I am writing to notify you that [insert agency name] received a request under the *Freedom of Information Act 1982* (Vic) (**FOI Act**). [A document/Documents] which fall[s] within the terms of the request contain[s] information relating to [you/your organisation].

The document[s] [is/are] [insert a description of each relevant document – for example, an email from you to the applicant on 8 June 2019 regarding their complaint. If there are multiple documents use dot points or a table].

I decided to disclose [this document/these documents] to the applicant because [insert reasons why you decided to release the relevant document].

When explaining why you decided to release the document, you should consider including any responses received from the third party during consultation (if consultation was undertaken) and outline why, despite the third party’s objecting views, you decided to release the document.

**Your review rights**

Under section 50(3) of the FOI Act, you have the right to apply to the Victorian Civil and Administrative Tribunal (the **Tribunal**) for a review of the decision to disclose the document[s]. An application to the Tribunal must be made within 60 days from the day you receive this letter.

The Tribunal’s contact details are:

Victorian Civil and Administrative Tribunal

GPO Box 5408

Melbourne VIC 3001

Phone: 1300 01 8228

www.vcat.vic.gov.au

If you have any questions about this letter, please contact us on [insert telephone number] or [insert email address] and quote [agency reference].

Yours sincerely

[Name of officer]
[Position title]