

You have a legal enforceable right to access most information held by NSW government and agencies. So, what do you need to do?

- 1. Check out the agency website to see if the information you are seeking is publicly available.
- 2. Contact the agency's customer service staff or Right to Information Officer. They can tell you how and where you can access the information free of charge or at the lowest reasonable cost.
- 3. If it is your personal information and easy to find, the agency can generally provide it at no cost.
- 4. If you can't get the information any other way you can make an access application see our website for further details www.ipc.nsw.gov.au

