



Access to your child safety information

There are a number of ways that people who have been in care, or current children in care, can access personal information held by the department about them. The *Information Privacy Act 2009* gives you the right to apply to access and amend your own personal information and there are a number of information access services available.

If you want information for the purposes of a legal process or lodging a National Redress Scheme application, please contact the Right to Information Unit on 1800 809 078.



I want information about myself and I am still in care

I want information about myself and I am transitioning from care

I want information about my time in care and I am no longer in care

I want to access documents about someone else

Contact your **child safety service centre** for information

You can access a copy of your **Leaving Care Report**

I want a report about:

- › why I came into care
- › my placement history
- › my experiences in care
- › some documents including school reports and my birth certificate

I want access to documents about me

I want access to a list of all of my placements while I was in care

I want access to information held by the department that is not about me

Contact your child safety service centre about the type of information that you want to access.

Every young person is entitled to their Leaving Care Report.

Your report can include certain information about:

- › your family
- › your cultural identity including a copy of your birth certificate
- › the places that you lived while you were in care
- › the names of your foster carers
- › your health and/or education including school reports

If you would like another copy of your report contact your child safety service centre and a copy can be provided to you

You can access a **Time in Care Information Access (TICIAS) Report**

Information about the service and the application form can be found at: www.csyw.qld.gov.au/about-us/right-information

You can make an **Information Privacy Application**

The application form can be found at: www.rti.qld.gov.au

To discuss the application process contact us on 1800 809 078 or email RTI@csyw.qld.gov.au

You can request a **Care History Summary Statement**

The application form can be found at: www.csyw.qld.gov.au/about-us/right-information

To discuss the application process contact us on 1800 809 078 or email RTI@csyw.qld.gov.au

In some circumstances you may be able to access information about someone else by making a **Right to Information Access Application**

There is an application fee

We recommend that you contact the Right to Information Unit on 1800 809 078 to discuss before making an application

Applications can be made online at: www.rti.qld.gov.au

