

# FOI - Freedom of information

## An introduction to FOI requests and the Court

### How FOI requests are made

For an FOI request to be validly made to the Court it must be: in writing, state that the request is an application for the purposes of the FOI Act, provide sufficient information to enable the Court to identify the document(s) requested, provide a return email/postal address. More information about making an FOI request can be found on the Court's [Freedom of Information Requests](#) internet page.

Any staff considering making an FOI request to access their personal information should first contact the [People & Culture team](#). Under section 15A of the FOI Act, past or present employees of the Court cannot request access to personnel records under the Act unless they have first utilised the Court's established procedures to access those records and are either: not satisfied with the outcome or have not been notified of the outcome within 30 days of making the request.

Under Part V of the FOI Act, individuals also have the right to seek amendment or annotation of their personal information contained in documents held by the Court.



