

## REQUEST TO SHARE INFORMATION FORM

### CISS – Child Information Sharing Scheme

### FVISS – Family Violence Information Sharing Scheme

**Note: Information released under this Information Sharing Scheme may be exempt from Freedom of Information (FOI) as information provided in confidence and may include matters that affect personal privacy.**

Requesting Information Sharing Entity (ISE) is to email this completed form to [maraminfosharing@petermac.org](mailto:maraminfosharing@petermac.org)

Tick one or both.

Family Violence Information Sharing Scheme (FVISS) request

Child Information Sharing Scheme (CISS) request

DETAILS OF INFORMATION SHARING ENTITY (ISE) REQUESTING INFORMATION			
ISE agency name:	Request date:		
Name:	Title/position:		
Email:	Phone:		
Urgency	Less than 48 business hours	More than 48 business hours	
Is agency an ISE?	Yes	No	Is agency an RAE? Yes Specify: _____ No
DETAILS OF INFORMATION SHARING REQUEST			
Information request relates to: <i>(mark as many as apply)</i>	<input type="checkbox"/> A family violence <u>risk assessment</u> purpose (FVISS - RAE's only) <input type="checkbox"/> A family violence <u>risk protection</u> purpose (FVISS) <input type="checkbox"/> Promoting the wellbeing or safety of a child or group of children (CISS)		
Subject of the request:	Perpetrator	Alleged Perpetrator	
	Victim Survivor - adult	Third Party	
	Victim Survivor - child (under 18 years)	Child or group of children	
Are there current legal proceedings/police investigations?	Yes	No	

DETAILS OF PERSON INFORMATION IS REQUESTED ABOUT	
Surname:	Given names:
Name when last attended hospital: <i>(if different to current name)</i>	
Address: <i>(past address if applicable)</i>	
Phone:	Postcode:
	Date of Birth:

FAMILY VIOLENCE INFORMATION SHARING SCHEME REQUEST ONLY		
Is consent required to share the information in the circumstances?		Yes      No
If yes, how was consent obtained (if applicable)?	Written - <i>attach copy to request</i> Verbal - <i>provide detail below</i> Implied	
If no, what is the reason consent is not required?	Child at risk Serious threat to life or safety Perpetrator	
If consent is not required from a victim survivor, were their views and wishes obtained? ( <i>detail below</i> )		Yes      No

CHILD INFORMATION SHARING SCHEME REQUEST ONLY		
Why is the information about the child required?	To make a decision, assessment or plan To initiate or conduct an investigation To provide a service To manage a risk	
Where the views obtained from the child or their parent (non-perpetrator)? ( <i>detail below</i> )		Yes      No
INFORMATION REQUESTED (Include information to support the request as appropriate)		
1)		
2)		
3)		

**By lodging this request, I declare**

- I am authorised to request/share information on behalf of a prescribed ISE or RAE
- Consent has been obtained in accordance with the *Family Violence Act 2008* (Family violence information sharing scheme) and *Child Wellbeing and Safety Act 2005* (Child information sharing scheme).
- To the best of my knowledge, the information requested/shared above is not excluded under the *Family Violence Act 2008* (Family violence information sharing scheme) and *Child Wellbeing and Safety Act 2005* (Child information sharing scheme); and is not restricted from sharing by another law

Name:

Signature:

Date:

**FOR INTERNAL USE ONLY****ACTION POINTS****On receiving request (completed by HIS)**

Record request on FOI database Yes Date:

Forward information request to General Counsel and relevant Delegate Yes Date:

**After request is finalised (completed by appropriate staff)**

Yes No N/A

Store request form in relevant client file

Store response in relevant client file

Complete information on FOI database

**DETAILS OF RESPONDER**

Department which responded to information request:

Response date:

Name of responder:

Title/position:

Phone:

Email:

Method of Correspondence:

Secure email

Fax

Secure post

Verbal

Was **all** the requested information shared? Yes No

If 'No' select reason/s:

Did not form a reasonable belief that the information requested is necessary for a family violence protection purpose

Request contains excluded information

Consent has not been provided

There is not a reasonable belief of a serious threat to a person's life, health or safety

Other (please describe below)

Part 5A Family Violence Protection Act 2008  
Part 6A Child Wellbeing and Safety Act 2005