**EXAMPLE LETTER – PROVISION OF INFORMATION TO AN AUTHORISED INFORMATION SHARER WITHOUT A REQUEST**

Date: <date>

<Providing Officer Name>

<Title>

<Organisation>

<Address>

Dear <name>

**Re: Provision of information under Part 5.1A of the *Care and Protection of Children Act***

Section 293D of the Act allows an authorised information sharer to provide information of their own accord to another authorised information sharer where that information relates to the safety or wellbeing of a particular child, young person or class of children or young persons.

<Authorised information sharer> is providing the information enclosed with this letter on the basis that there is a lawful reason to do so, in accordance with the provisions of Part 5.1A.

The information provided is in regard to: <n*ame of child or young person>*

Date of Birth: <dob> Gender: <(M/F)>

Information is also provided regarding the following persons:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Gender | Relationship to child/young person | DOB | Other identifying information |
| <insert> | <(M/F)> | <insert> | <dob> | <insert> |
| <insert> | <(M/F)> | <insert> | <dob> | <insert> |

This information is provided in relation to the following issues of concern held for the above mentioned child/young person or class of children or young persons:

<insert details as to how the information is relevant to the safety or wellbeing of the Child/Class of Children/Young Person/Class of Young People>

This information is provided because the <authorised information sharer> believes it relates to the safety or wellbeing of the child or young person (or class of children or young persons) and would assist you with:

* making a decision, assessment or plan;
* initiating or conducting an investigation; and/or
* providing a service.

Should you decide, in accordance with Part 5.1A*,* to provide some or all of this information, either on your own motion or in response to a request from an authorised information sharer, the information can only be shared on a confidential basis in accordance with the processes and principles of Part 5.1A.

If the information is sought from you for any purpose other than those described in Part 5.1A, you should refer the requesting organisation to the original owner of the information.

Any information provided herewith is not to be used in any court or tribunal proceedings. Should the matter proceed to court, the information should be subpoenaed or summonsed.

If you require further information or wish to discuss the matter, please contact <Providing Authorised information sharer/Contact Officer’s name> on <Providing Authorised information sharer/Contact Officer’s phone number> during business hours, quoting the reference number above.

Yours sincerely

<Providing Authorised information sharer name and title>

Enclosed: Information