FOI Ref No: <<Reference\_Number>>

<<Current\_Date>>

# Insert name & address details of person or business

# you have been consulting with

Dear *Insert name*

I refer to our previous correspondence dated *insert date* concerning an application for access to a document under the *Freedom of Information Act 1991* (FOI Act) received by our agency on <<Application\_Date\_Received>>that containsyour *personal affairs/business affairs/conduct of research*.

This agency has taken into consideration your view that the requested document is exempt by virtue of clause *6/7/8* of Schedule 1 to the FOI Act. However, I have determined that in all the circumstances, access to the document should be granted based on the following reasons:

* *insert the reasons why you have determined to provide access, e.g. if clause 6 is applicable, why disclosure of the document would not constitute an unreasonable disclosure of information containing personal affairs*.

If you are unhappy with this determination you are entitled to apply for an internal review in accordance with section 29 of the FOI Act. To make an internal review application, please either write a letter or send the attached form entitled *Application for Review of Determination* to the Principal Officer of this agency within 30 calendar days after you receive this letter. This agency will defer release of the document to the applicant until such time as any reviews or appeals are concluded or the time for making a review application has expired. Should you submit an application for an internal review, please include an application fee of *insert current fee (remove if application is not applicable)*. The internal review application can be returned to me by post, email or fax.

If I have not received an application for internal review within the time allowed, I will proceed to make the documents available to the applicant.

*Include this paragraph if this is related to a non-personal application where access is being provided.* In accordance with Premier and Cabinet Circular PC045, if the FOI applicant is given access to documents, details of the FOI application, and the documents to which access is given, may be published in the agency’s disclosure log. A copy of PC045 can be found at <https://www.dpc.sa.gov.au/resources-and-publications/premier-and-cabinet-circulars>.

Should you require any further information please contact me on<<FOI\_Phone>> or <<FOI\_Email>> at your earliest possible convenience.

Yours sincerely

Mr/Ms <<FOI\_Given\_Name>> <<FOI\_Surname>>

**Accredited FOI Officer**

<<FOI\_Agency>>

Encl: *Application for Review of Determination* form