



## About Australian Reinsurance Pool Corporation

## Access to Information

ARPC makes a range of information available for public access. You can formally request access to documents under the Freedom of Information Act 1982 (FOI Act). Alternatively, ARPC can provide certain information via various access arrangements, as outlined below.

### Requesting information or documents

Most requests for information or copies of documents can be dealt with informally and quickly – a phone call or email may be all that is required.

#### **General contact details:**

Email: [enquiries@arpc.gov.au](mailto:enquiries@arpc.gov.au)

Telephone: 02 8223 6777

Post: Australian Reinsurance Pool Corporation, PO Box Q1432, Eora Country, Queen Victoria Building NSW 1230

#### **Privacy contact details:**

Email: [enquiries@arpc.gov.au](mailto:enquiries@arpc.gov.au)

Telephone: 02 8223 6792

Post: Privacy Officer (Chief Financial Officer), Australian Reinsurance Pool Corporation, PO



Box Q1432, Eora Country, Queen Victoria Building NSW 1230

**Freedom of Information contact details:**

Email: [enquiries@arpc.gov.au](mailto:enquiries@arpc.gov.au)

Telephone: 02 8223 6777

Post: Australian Reinsurance Pool Corporation, PO Box Q1432, Eora Country, Queen Victoria Building NSW 1230

**Information Publication Scheme contact details:**

Email: [enquiries@arpc.gov.au](mailto:enquiries@arpc.gov.au)

Telephone: 02 8223 6777

Post: Australian Reinsurance Pool Corporation, PO Box Q1432, Eora Country, Queen Victoria Building, NSW 1230

**Public Interest Disclosure contact details:**

Email: [PID@arpc.gov.au](mailto:PID@arpc.gov.au)

Telephone: 02 8223 6779

Post: Manager, Compliance, Australian Reinsurance Pool Corporation, PO Box Q1432, Eora Country, Queen Victoria Building NSW 1230

For information on how to make a public interest disclosure, click [here](#).

## **Personal information – agency clients and customers**

You can ask to see or be given a copy of any personal information we hold about you without following a formal process under the FOI Act. There may be instances where this is not possible, in which case you will be advised. See [ARPC's Privacy page](#) for details on how you can ask to see, or be given a copy of personal information we hold about you.

## **Personal information – current and former agency employees**

Current and former agency employees can obtain access to their employment record. See



ARPC's Privacy page for details on how you can ask to see, or be given a copy of personal information we hold about you.

Section 15A of the FOI Act requires you to use this procedure before making a request under the FOI Act. You may make an FOI request after 30 days if you are not satisfied with our response.

## Information Publication Scheme

As required by the FOI Act, ARPC has an [Information Publication Scheme page](#) that provides information on our structure, functions, appointments, annual reports, consultation arrangements, FOI officer, information we routinely release following FOI requests, and information we routinely provide to Parliament.

## Freedom of information

Under the FOI Act ARPC will give the Australian community access to information held by us, by:

- Publishing information on the ARPC website as per the Information Publication Scheme (IPS); and
- Providing the Australian community right of access to documents that is in line with the FOI Act.

### Your rights

The FOI Act gives any person the right to:

- access copies of documents (except exempt documents) we hold
- ask for information we hold about you to be changed or annotated if it is incomplete, out of date, incorrect or misleading, and
- seek a review of our decision not to allow you access to a document or not to amend your personal record

You can ask to see any document that we hold. We can refuse access to some documents, or parts of documents that are exempt. Exempt documents may include those relating to national security, documents containing material obtained in confidence and Cabinet documents, or other matters set out in the FOI Act.

## How to make an FOI request



Click [here](#) to make an FOI request.

Your request must:

- be in writing (can be email)
- state that the request is an application for the purposes of the FOI Act
- provide information about the document(s) you wish to access so that we can process your request
- provide an address for reply (can be an email address)

## Disclosure Statement

For more information about ARPC's Disclosure Log, view our [Disclosure Statement](#).

## FOI disclosure log

Since 1 May 2011, Australian Government agencies have been required by the FOI Act to publish a register of information that has been released under the FOI Act. The register is known as a '[Disclosure Log](#)'.