**EXAMPLE LETTER – POSITIVE RESPONSE TO REQUEST FOR INFORMATION SHARING**

Date: <date>

<Requesting Authorised information sharer Name>

<Title>

<Organisation>

<Address>

Dear <name>

**Re: Request for release of information under Part 5.1A of the *Care and Protection of Children Act***

I refer to your letter/fax/email dated <date> in which you sought information from <responding authorised information sharer> under Part 5.1A of the *Care and Protection of Children Act*  (the Act) relating to the <n*ame of child or young person>*and <d.o.b>.

Section 293E of the Act allows a prescribed body to request another prescribed body to provide information they hold that relates to the safety or wellbeing of a particular child, young person or class of children or young persons.

<Responding authorised information sharer> is releasing 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 has been released to you in good faith to assist you to promote the safety or wellbeing of the relevant child/ren.

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, the information can only be shared 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 organisation or individual making the report 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 <authorised information sharer name> on < authorised information sharer or contact officer’s phone> during business hours, quoting the reference number above.

Yours sincerely

<authorised information sharer or contact officer’s name and title>

Enclosed: Requested information