**EXAMPLE LETTER – DECLINE REQUEST FOR INFORMATION SHARING**

Date: <date>

<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>.

Sections 293E (5) and (6) allow an authorised information sharer to refuse to provide information in certain circumstances, with the reasons for the refusal to be given in writing.

In this instance, <authorised information sharer> has decided to withhold information for the following reason/s:

<insert reasons, with reference to section 293E(5)>

I trust you will accept <authorised information sharer> decision. However, if you wish to discuss this matter further, please contact <Responding Authorised information sharer/Contact Officer’s name> on < Responding Authorised information sharer/Contact Officer’s phone> during business hours, quoting the reference number above.

Yours sincerely

<Responding Authorised information sharer name and title>