>>ˉGYj Yb'9`Ya Ybhg'DfYdUfUħ]cb'K cf_g\ YYħ ˉ

=bħYfYghg
K\ UhiUfY'h\ Y'i bXYf`m]b[']bhYfYghg'fbYYXg'bchˉk Ubhg⅃'c⅃h\ Y'ch\ Yf'dUfħm8ˉK\ UhiUfY'mci f']bhYfYghg3

Cdħ]cbg
K\ Uħ]cdħ]cbg'a][\ hˉgUħ]g⅃m'h\ YgY'i bXYf`m]b[']bhYfYghg3

- [ ] inspection
- [ ] redaction
- [ ] material which adds context
- [ ] explanation by decision maker
- [ ] explain records management practices
- [ ] administrative access
- [ ] apology
- [ ] summary
- [ ] amendment
- [ ] other source
- [ ] third party consent
- [ ] narrow scope
- [ ] deletion
- [ ] annotation
- [ ] other (please specify)

@Y[ ]ħ]a UWˉn
K\ ]W 'di V']WΊ]bhYfYghˑUWˉcfg'a][\ hˉUdd`n8ˉK\ Uhic\ Yf'ΊUWˉcfg'a][\ h]a dUWˉidYfWˉdħ]cbg'c⅃⅃U⅃fbYgg3

FYˉUħ]cbg\ ]dg
<ck ˉXcYgˉh\ Y'fYˉUħ]cbg\ ]d'k]h\ ˉh\ Y'ch\ Yf'dUfħm]a dUWˉbY[ch]Uħ]cbg3ˉ<ck ˉWUb'mci ']a dfcjY'fYˉUħ]cbg3

7ca a i b]WUħ]cb
K\ Uħ]_Ymˉa YggU[Yg'bYYX'hc'VY'gYbh8ˉK\ Uhiei Ygħ]cbg'bYYX'hc'VY'Ug_YX3ˉ<ck ˉUfY'h\ YgY'VYghˉWca a i b]WUhYX3 ˉ

9mpathy – be understanding   **5**ttention – convey your focus   **F**espect – admire efforts

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5`ħYfbUħ]jYg
K\ Uħ]g'mci f'VYghˉU`ħYfbUħ]jY'hc'U'bY[ch]UhYX'U[fYYa Ybħ⅙'5HB5 ⅃3ˉK\ Uħ]g'h\ Y'ch\ Yf'dUfħmˉⱮg'65HB5 3

7ca a]ħa Ybhg
K\ c'k]⅃`Xc'k\ Uhˑk\ Yb'UbX'\ ck 3

- [ ] I have authority to make these commitments
- [ ] The other party has authority to make these commitments

Office of the Information Commissioner
Queensland

k k k ˉc]W`'c]`b`j cˉ'Uˉ