

# Box Hill Institute

## BQS Online

**Section:** 1. Business system

**Page:** Freedom of Information

**Version:** 1

**Creation Date:** 15/04/09, 10:21

**Print Date:** 12/06/2009

Box Hill Institute Quality System Document	
Content approved:	
	<i>(Content Specialist)</i>
Document endorsed:	
	<i>(Document Owner)</i>
Document approved:	
	<i>Chief Executive Officer</i>
Date:	

Note: This is an uncontrolled document when printed.

---

## Freedom of Information

The Victorian Freedom of Information Act gives you the right to apply for access to documents that are held by the Institute about your personal affairs and the activities of the Institute and to request that incorrect or misleading information held by the Institute about you be amended or removed.

The Institute's Freedom of Information Officer is authorised to make decisions about access to documents under the freedom of Information Act.

Costs will apply.

The Institute provides access to many categories of documents outside of the FOI process. If you are considering making an application for access to documents through the FOI process you should first contact the Institute's FOI Officer to find out whether the documents are available outside of that process.

For further information on the application process, associated costs, how requests are processed, and appeals please refer to the [Victorian Government FOI Website](#).

Applications should be made on the FOI Request Form linked below, with a cheque for the application fee attached.