

30th September 2025

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All NSW Government Agencies

Att: Right to Information & Privacy Officers

Officers

RE: IPC GIPA TOOL – REQUEST FULL DISCLOSURE OF USE

This letter is further to the recent NCAT Decision of ***Webb v Port Stephens Council (2025) NSWCATAD 191***.

I am confident each are aware of this case given Port Stephens Council is evidenced to be a member of the NSW Right to Information & Privacy Practitioners Network, NIPPN. It is now evidenced NIPPN members share the public's information, and follow relevant caselaw. NIPPN also has direct contact with both the Information and Privacy Commissioners.

As you are aware, the above case concerns Port Stephens Council's unlawful uploading of my personal information to the IPC GIPA Tool without first seeking my consent or permission to do so.

Port Stephens Council did not properly inform me it had done so and it was not until I lodged an Access Application that I became informed.

In this regard, this letter seeks the cooperation of all Officers to ensure their respective agencies comply with legislative obligations.



DraftCom Pty Ltd t/as NSW Freedom of Information
PO Box 8030 Marks Point NSW 2280
P: 1300 679 364 or 1300 NSW FOI
F: (02) 8246 3484
E: info@nswfreedomofinformation.net
W: <https://www.nswfreedomofinformation.net>
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Specifically, if your agency is currently or has used the IPC GIPA Tool and has not duly informed the public it has or is doing so, the public seeks the following at your first opportunity:

- Update your Formal Access Application forms to include full disclosure of use of the IPC GIPA Tool.
- Include a 'check box' seeking approval for the Applicant's personal information to be uploaded to the Tool.
- Place a clearly identified link on your agency Home Page of the website which takes the public to a Notice of Disclosure which properly informs the public of your agency's intention to use / have used the Tool.
- Support your actions with a well-publicised media release

You do not require any consent from either Commissioner to fulfill this valid public service request.

On behalf of the NSW public I thank you for addressing this issue of public importance and look forward to seeing those updated forms and the relevant information concerning the public's beneficial information.

Telina Webb



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