

APPLICATION FOR CONFIDENTIALITY

WHO SHOULD USE THIS FORM?

Use this form if you have a pending application about guardianship and administration and want VCAT to assess whether a document can be kept confidential from other persons involved in the application. Do not use this form to apply for an inquiry, a VCAT order or to refer a matter to VCAT.

Once completed, send this form to humanrights@vcat.vic.gov.au

GETTING STARTED – INFORMATION TO CONSIDER

You must read and understand our **Confidentiality and Procedural Fairness – Factsheet**.

Carefully consider the materials you submit in support of your application.

Note that VCAT cannot guarantee confidentiality, though we will consider your request and the reasons behind it.

If the document/s you have are not relevant to the decision VCAT needs to make, it may be better not to send them in, because no document can be guaranteed confidentiality.

Alternatively, you have the option to omit (remove) or redact (black out) specific information within the document.

Think about whether you could simply explain at the hearing what you need the VCAT member to hear, rather than putting it in writing.

You can ask at the hearing about how VCAT can protect the privacy of people mentioned in the hearing, for example about who can access documents and what they can and cannot be used for. Documents in guardianship and administration matters may not be published or broadcast.

In limited circumstances, VCAT can make orders preventing access to certain documents.

Our privacy policy is available at vcat.vic.gov.au/privacy

WHY ARE YOU APPLYING FOR CONFIDENTIALITY?

1. Tell us why you're applying for confidentiality.

Give us details about what document/s you want to be kept confidential and why?

This could include a request to redact the address of someone at risk of family violence.

WHAT'S NEXT?

VCAT will consider your request and may make an order limiting access to the document(s). Alternatively, we can have a directions (preliminary) hearing with you before a decision is made about whether or not the document should be sent to all parties. VCAT will decide if only you or other parties should be notified about the directions hearing.

Email humanrights@vcat.vic.gov.au or call **1300 01 8228** for more information.