
From: FOI
Sent: Monday, 24 June 2019 2:53 PM
Subject: Personnel request wording

Dear

I refer to your request for your personnel file, that you submitted to the Department of Health (department) today, under the *Freedom of Information Act 198* (FOI Act).

In relation to your personnel file, this does not need to be requested under the FOI Act in the first instance. You can contact the department's payroll to provide you with a copy of your personnel file. If you are seeking additional documentation regarding yourself the department may hold, could you please provide additional information to assist the department in locating the documents that you are seeking access too.

Kind regards

FOI Unit – FOI and Legislation Section

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The Department of Health acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.

If you receive this email in error, please delete it and contact the sender immediately.