

Office of the State Archivist

Information for Private Sessions Participants

How do I access my private session information?

Complete the *Application for Access to Private Sessions Information* form, available on the Office of the State Archivist website <https://osa.tas.gov.au>. Submit the completed form, either by email or in person, to the State Archives, along with proof of identification. They will then locate the relevant records and return them to you in your preferred format, either digitally or in print.

How long will my request take?

Processing times may vary, but your application for access to your Private Sessions Information should be completed within 21 days.

Are there any fees to access my private sessions information?

No. You will not be required to pay a fee to access your Private Sessions Information.

Will I receive all my private sessions information?

Yes, you will receive all the information you provided during your private session. However, if another person, such as a co-participant, was involved and does not consent to having their identity disclosed, some details may be redacted to protect their privacy.

When can I access my private sessions information?

You may request and receive a copy of your private session information, such as transcripts, while a Commission is in progress. However, this is at the discretion of the Commission at the time.

Once a Commission has concluded, you will need to complete the *Application for Access to Private Sessions Information* form and submit it to the State Archivist.

Can an authorised representative request private sessions information on behalf of a participant?

Yes. An authorised representative, such as a legal practitioner, someone with Power of Attorney, or an appointed agent, can apply on behalf of a Private Sessions participant. You must complete the *Optional: Consent for Agent* part of the *Application for Access to Private Sessions Information* form, along with proof of identification for your nominated Agent and any other relevant documents.

Can a family member or a support person request private sessions information on my behalf?

Yes. A family member or support person can apply for private session records on behalf of a participant, as their Agent. You must complete the *Optional: Consent for Agent* part of the *Application for Access to Private Sessions Information* form, along with proof of identification for your nominated Agent and any other relevant documents.

Will anyone from the Office of the State Archivist contact me?

Yes. You (or your nominated Agent) will be contacted as part of the process to provide you with your information. A member of the Office of the State Archivist may need to contact you (or your nominated Agent) to confirm contact or identification details.



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