

Guidance for University Staff in Dealing with requests for information

FAQ record can be requested, regardless of who created it or where it is stored, so it is imperative that you are prepared for any such requests by maintaining proper

records in the course of your work. It is strongly recommended that you follow the University's advice about maintaining proper records as specified in the Western Sydney University [Records and Archives Management Policy](#).

What do I do if I receive a request for information under the GIPA Act?

Refer any requests for information