**Template for responding to a request under CISS**

This template can be used by Information Sharing Entities (ISEs) to respond to a request for information.

Schools and services **must** ensure that any copies of this form and the information in this form are stored in a secure location that can only be accessed by school and service leaders, and authorised staff.

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| Responding to a request for information | | | |
| **Has the request been made by an ISE?** | | Yes  No (cannot share under CISS) | |
| **Requesting information about** | | **ISE requesting information** | |
| Date of birth: |  | Date: |  |
| Name: |  | ISE name: |  |
| Address: |  | Contact person: |  |
| Position title: |  |
| Brief details: | | Email: |  |
| Phone: |  |
|  |  |
| Sharing requirements (must meet all requirements for the information to be shared) | | | |
| The information will promote a child’s wellbeing or safety  Sharing may assist in the carrying out of a professional activity  The information is not excluded information | | | |
| Seeking and taking views into account | | | |
| **Were the views of the child or family member sought?** | | | |
| Yes. Briefly detail whose views were sought and what the views were. | | No. Briefly detail why. | |
|  | |  | |
| Outcome | | | |
| **Will the requested information be shared?** | Yes | | |
| No. Provide further details on why you have refused the request (use the Email template for declining a request under CISS and/or FVISS). | | |
| Partially. Provide further details on information being partially shared. | | |

An organisation must be an ISE to request, share or receive information under CISS. If you are unsure about the ISE status of an organisation, visit the **ISE List** <[www.vic.gov.au/ise-list-search](https://www.vic.gov.au/ise-list-search)>.

This template is an extract from the *Information Sharing and Family Violence Reforms – Guidance and Tools* <[www.vic.gov.au/information-sharing-guidance-and-tools](http://www.vic.gov.au/information-sharing-guidance-and-tools)>, published by the Department of Education.