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

This template can be used by ISEs to respond to a request for information from ISEs or RAEs.

Schools and services **must** ensure that any copies of this template and the information in this template 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 or RAE?** |
| [ ]  Yes | [ ]  No (you cannot use FVISS to share information) |
| **ISE or RAE requesting information** | **Requesting information about** |
| Name: |       | Name: |       |
| Date of birth: |       | Date of birth: |       |
| Address: |       | Address: |       |
| Position title: |       | Brief background to the request: |       |
| Email: |       |
| Phone: |       |
| Sharing requirements (must meet all requirements for the information to be shared) |
| [ ]  Information sharing is for the purpose of family violence assessment or management [ ]  The applicable consent requirements are met[ ]  The information is not excluded information[ ]  Sharing information does not contravene another law |
| Seeking and taking views into account |
| **Were the views of the child/family member (non-perpetrator) 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. | [ ]  Partially. Provide further details on information being partially shared. |
|       |       |

An organisation must be an ISE or RAE to request, share or receive information under FVISS. 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.