**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. | |
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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.