

Ministry of Education Redress Process: Sensitive Claims Lodgement Form

If you would like to lodge a Sensitive Claim with the Ministry of Education, please fill in this form and return it to the Sensitive Claims team

The purpose of this form is to make sure we have enough information to lodge your claim and an understanding of your needs. You will be able to provide more detailed information about your claim later in the process.

If you have a lawyer or support person, they can fill in this form for you.

Next Steps

When we have received your form, we will contact you to let you know if your claim is eligible, explain the process and let you know the next steps with your claim.

If you have a lawyer, all correspondence about your claim will be directed to them.

Contact us

If you need help with this form or if you have any queries, you are welcome to contact the Sensitive Claims team by:

- calling **0800 663 252**
- emailing Sensitive.Claims@education.govt.nz
- writing to us at:

Sensitive Claims
Ministry of Education
PO Box 1666
Wellington 6140

We will keep your information safe

We are collecting your personal information for the purpose of reviewing your claim. We are committed to keeping your information safe. Any information you provide, including your name, contact details, and information about your claim, will be securely filed. The information you provide will only be used for the purpose it was collected for and will not be shared, except in accordance with the Privacy Act 2020 and any relevant Court orders.

Your Details

1. **First and middle names**

2. **Family name**

3. **Other names you have been known by**

4. **Date of birth**

____ / ____ / _____ (day/month/year)

5. **What is your ethnicity?**

Tick all groups that you most identify with

New Zealand European

Māori

Please list iwi below

Samoan

Cook Island Māori

Tongan

Tokelauan

Niuean

Chinese

Indian

Other (*please specify in space provided*)

Do not want to answer

6. **Do you have a lawyer supporting you with this claim?**

Yes – Please provide name and contact details of lawyer

You do not need a lawyer to lodge a claim. If you choose to have one, we will communicate with you through your lawyer.

No – Please provide your contact details below

Contact Details

Home phone

Mobile phone

Address

Email address

PRN for claimants currently in prison

What is the best way to get in touch with you?

- Home phone Mobile phone
 Letter to my address Email Text

Please highlight

We will need a copy of your photo ID to confirm your identity (e.g. Driver's License, Passport). You can take a photo of it and email it to us if that is easiest.

If you have a lawyer, this is not required.

Details about your claim

We use this information to understand what happened to you. Where possible, please provide information here.

If you need help completing this form you can call us on 0800 663 252

What school/s are you lodging a claim about?

Please also list the years/time period you attended the school/s.

Please set out a brief description of your concerns or experiences.

You will be able to provide more detailed information about your claim later in the process.

Access to your personal information

If your claim is eligible for our process, we will search for any records we hold about you.

Would you like a copy of any records the Ministry holds about you? Yes No

If you say yes, we will treat this as a request for information under the Privacy Act 2020 from the date we determine that your claim is eligible.

Working with you

When we are working with you on your claim, we will be respectful of your culture and values. We will also accommodate any special needs or requests you have throughout the process, where appropriate.

Let us know the best way to work with you.

Do you have a disability or any special needs that the Ministry needs to be aware of when working with you? Yes – Please provide details No *May include:*
 Deaf
 Hearing impaired
 Deafblind
 Speech impaired
 Literacy issues
 Other (please specify in space provided)

Would you like to engage with us in a language other than English?

If so, please note which language.

How can the Ministry best support you through the Sensitive Claims process?

For example:
- *arrange for you to have the support of your preferred interpreter*
- *any cultural or spiritual practices you would like reflected in the process when we are working with you*