

Lodgement general information

General Information

CrimTrac is collecting your personal information in this Form in order to conduct a National Police History Check (NPHC) on you. It does this through a contractual arrangement with the Accredited Organisation named at Section 3. CrimTrac has contractual arrangements with its Accredited Organisations to collect personal information on its behalf in order to conduct NPHC on individuals who are seeking access to positions of employment, other engagements or entitlements or benefits. Accredited Organisations and their clients (such as employers) use the personal information collected on this Form and the resulting NPHC as part of the assessment process to determine suitability for the position/entitlement/benefit which you are applying for. Many types of positions/entitlements/benefits have a legislative basis for the collection, use and disclosure of personal information, such as working with children checks.

CrimTrac recommend that you seek further information about the relevant legislative framework, if any, for the position/entitlement/benefit you are applying for from the Accredited Organisation. In some circumstances Accredited Organisations may have arrangements with overseas entities for administrative or other purposes. CrimTrac recommend that you seek further information from the Accredited Organisation at Section 3 for circumstances where your information is likely to be disclosed to overseas recipients.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability or to maintain the records of CrimTrac and Australian Police Agencies^[1]; or for the general law enforcement purposes of Australian Police Agencies. You will be required to complete another consent form for any future checks.

National Police History Check (NPHC)

A NPHC is an integral part of the assessment of your suitability.

Information on this Form will be used by CrimTrac and Australian Police Agencies for checking action; it will also be used to update records held about you by CrimTrac and Australian Police Agencies

Organisations will access their records to obtain and disclose Police History Information (PHI) that relates to you to:

1. the Accredited Organisation named in Section 3 above; and
2. where applicable the employer/organisation named in Section 4 above.

PHI may include outstanding charges, warrant information and criminal convictions/ findings/plea of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to

the relevant jurisdiction information release policy.

Limitations On Accuracy And Use Of PHI

While every care has been taken by CrimTrac to conduct a search of PHI held by Australian Police Agencies that relate to the applicant, the accuracy and quality of this NPHC depends on accurate identification of the Applicant (including aliases) according to the information provided in the Informed Consent Form and the comprehensiveness of police records. If the applicant does not complete the information requirements in this Form the success and validity of the NPHC will be compromised. You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the Form.

If for any reason you do not agree with the results of your NPHC, please notify the Organisation that you submitted the check through in the first instance, so that the NPHC dispute process can be initiated.

The release of PHI by Australian Police Agencies is subject to relevant Spent Convictions, non-disclosure legislation or information release policies.

CrimTrac Contact Details

For more information regarding the NPHC process you can contact CrimTrac on:

Phone: 02 6268 7000,

Fax: 02 6268 7999 or

Email: crimtrac@crimtrac.gov.au

For information regarding CrimTrac's Privacy Policy, you can access the policy at crimtrac.gov.au or contact CrimTrac Privacy Officer on:

Phone: 02 6268 7639,

Fax: 02 6268 7999 or

Email: privacy@crimtrac.gov.au

Spent Convictions Schemes

The aim of Spent Convictions legislation^[2] is to prevent discrimination on the basis of certain previous convictions. Spent Convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

Each Australian Police Agency will apply the relevant Spent Convictions legislation/ information release policy prior to disclosure.

The following links may be helpful in sourcing information on Spent Convictions in your State/Territory but may not be relied upon.

If further information or clarification is required please contact the individual Police Agencies directly for further information about their release policies and any legislation that affects them.

Commonwealth

www.comlaw.gov.au

New South Wales

www.legislation.nsw.gov.au

Queensland

www.legislation.qld.gov.au

South Australia

www.legislation.sa.gov.au

Victoria Police

www.police.vic.gov.au

Western Australia

www.slp.wa.gov.au

Northern Territory

www.nt.gov.au/dcm/legislation/current.html

Australian Capital Territory

www.legislation.act.gov.au

Tasmania

www.thelaw.tas.gov.au

Provision Of Incomplete, False Or Misleading Information

An Accredited Organisation or Applicant must take reasonable steps to ensure that the personal information collected, or disclosed is accurate, complete and up to date.

You are asked to certify that the personal information you have provided on this Form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided incomplete, false or misleading information, you may be assessed as unsuitable.

It is a serious offence to provide false or misleading information in Australia.

1. Australian Federal Police, ACT Policing, The New South Wales Police Force, Queensland Police Service, South Australia Police, Victoria Police, Western Australia Police, Northern Territory Police Force, Tasmania Police Service
2. Applicable Spent Conviction legislation, as amended from time to time.