

# ATTORNEY-GENERAL'S DEPARTMENT

*Address: Robert Garran Offices  
National Circuit  
Barton ACT 2600*

**132 classes of Personal Information are held by this agency.**

**Included in this total are 4 classes of Personnel Records identified as:**

- 1. CORPORATE SERVICES: DECLARATION OF PECUNIARY INTERESTS**
- 2. CORPORATE SERVICES: STATUTORY AUTHORITIES SENIOR APPOINTMENTS SYSTEM**
- 3. CORPORATE SERVICES: PERSONNEL RECORDS – DEPARTMENTAL EMPLOYEES AND PORTFOLIO STATUTORY OFFICE HOLDERS**
- 4. CORPORATE SERVICES: DIVERSITY RECORDS - INCLUDES QUALIFICATIONS**

See Appendix 1 (attached below) for a generic description of Personnel Records.

The purpose of these records is to maintain employment history and payroll and administrative information relating to all ongoing, non ongoing and casual staff members, portfolio statutory office holders, Judicial pension recipients and High Court judges.

Contents of personnel records may include: name, address, date of birth, occupation, AGS number, gender, qualifications, equal employment opportunity group designation, next of kin, details of pay and allowances, leave details, work reports, security clearance details and employment history.

The records may include any of the following:

## Payroll

- (1) records relating to attendance and overtime;
- (2) leave applications and approvals;
- (3) medical and dental records;
- (4) payroll and pay related records, including banking details;
- (5) tax file number declaration forms;
- (6) personal history files;
- (7) performance appraisals,
- (8) records relating to personal development and training;
- (9) records relating to removals;
- (10) travel documentation (part day Travel Allowance and relocation travel);
- (11) Australian Workplace Agreements, contracts and conditions of employment;
- (12) EEO Data;
- (13) next of kin details; and
- (14) records relating to character checks and security clearances.

## Recruitment

- (1) recruitment records and candidate applications;
- (2) selection reports and assessments

#### HR Branch

- (1) records of accidents and injuries;
- (2) compensation case files;
- (3) rehabilitation case files;
- (4) records relating to counselling and discipline matters, including disciplinary, investigation and action files, legal action files, records of criminal convictions;
- (5) complaints and grievances;
- (6) recommendations for honours and awards;
- (7) records relating to personal development and training;
- (8) completed questionnaires and personnel survey forms; and
- (9) any other staff and establishment records as appropriate.

Sensitive content may include: physical and mental health, disabilities, racial or ethnic origin, disciplinary investigation and action, criminal convictions, adverse performance and security assessments, tax file numbers, relationship details and personal financial information.

The personal information on these records relates to current and former staff members and employees including casual and non ongoing staff, portfolio statutory office holders, Judicial Pension recipients and High Court judges salaries details.

The following agency staff have access to this information: delegates and members of selection committees (for recruitment records if appropriate), the individual to whom the record relates and, as is appropriate, Line managers (where appropriate), payroll and recruitment staff, HR branch staff (as appropriate) and case managers.

The paper payroll, recruitment and compensation records are kept on file in a secure storage compactus on 1<sup>st</sup> floor, Hassall House. The electronic records are held in the Aurion database.

The personal information contained in these records may be disclosed to: as appropriate, to: Comcare, medical officers from Health Services Australia, Australian Public Service Commission, ComSuper and other superannuation administrators, Australian Taxation Office, and the receiving agency following movement or re-engagement of an employee....

Individuals can obtain information regarding access to personal information in this class of records by contacting the Director, Employee Relations.

The records relate to approximately 1800 current and former employee, 150 judges records and are stored on paper and electronic media.

## **5. CORPORATE SERVICES: REPRESENTATIONS TO DEPARTMENT**

The purpose of these records is to record correspondence to, and other contacts with, the Department which contains personal information and may be used in a policy or administrative content.

Content may include: name, address, date of birth, occupation, gender, marital status and name and status of partners or relatives. Sensitive content may include: physical or mental health, disabilities, racial or ethnic origin, criminal convictions, criminal intelligence, religious affiliations, financial information and relationship details. They might also include allegation of financial, social and economic misconduct which it is suggested should be investigated and/or other action taken.

The personal information on these records relates to mainly the Australian electorate but can include representations from others.

The following agency staff have access to this information: all members of the Minister's staff or departmental employees on a "need to know" basis. The records relating to exceptional cases are retained permanently and routine or minor cases are destroyed 3 years after action is completed.

This information is not usually disclosed to other persons or organisations. Individuals can obtain information regarding access to their personal information by contacting the FOI Coordinator, Phone: (02) 6250 6819.

The records relate to an unknown number of individuals and are stored on electronic and paper media.

*Location: Offices of the Attorney-General's Department*

## **6. CORPORATE SERVICES: REPRESENTATIONS TO MINISTERS**

The purpose of these records is to record Ministerial correspondence which contains personal information and may be used in a policy context.

Content may include: name, address, date of birth, occupation, gender, marital status and name and status of partners or relatives.

Sensitive content may include: physical or mental health, disabilities, sexual preference, racial or ethnic origin, criminal convictions, criminal intelligence, religious affiliations, political affiliations, financial information and relationship details.

The personal information on these records relates mainly to the Australian electorate but there may be representations made by others.

The following agency staff have access to this information: staff of Ministerial and Parliamentary Services, any member of the Ministers' staff and departmental employees on a "need to know" basis.

The records relating to exceptional cases are retained permanently and routine or minor cases are destroyed 3 years after action is completed.

This information is not usually disclosed to other persons or organisations other than where this is necessary in order to respond to the writer.

Individuals can obtain information regarding access to their personal information by contacting the Director, Ministerial and Parliamentary Services, Phone: (02) 6250 6592.

The records relate to an unknown number of individuals and are stored on electronic and paper media.

*Location: Offices of the Attorney-General's Department*

## **7. CORPORATE SERVICES: CENTRAL INDEX**

The purpose of these records is to control records and to assist with the identification and retrieval of files.

Content may include: name and occupation.

Sensitive content may include: criminal convictions and relationship details.

The personal information on these records relates to employees and members of the public.

The following agency staff have access to this information: registry staff and relevant departmental action officers with access to file titles.

The records are kept permanently.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the FOI Coordinator, Phone: (02) 6250 5693.

The records relate to approximately 50,000 individuals and are stored on electronic, paper and microfiche media.

*Location: Offices of the Attorney-General's Department*

**8. CORPORATE SERVICES: REGISTER OF WOMEN AVAILABLE FOR APPOINTMENT TO POSITIONS ON STATUTORY OR NON-STATUTORY BODIES WITHIN THE ATTORNEY-GENERAL'S PORTFOLIO**

The purpose of these records is to record information on women who have expressed an interest in being available for positions on Statutory or non-Statutory bodies within the Attorney-General's Portfolio.

Content may include: name, address, date of birth, current and past occupation details.

The personal information on these records relates to members of the public who have expressed an interest in being available for appointment to positions on Statutory or non-Statutory bodies within the Attorney-General's Portfolio.

The following agency staff have access to this information: relevant departmental action officers with access to file titles. The information is made available to senior departmental or ministerial staff upon request.

The records are kept permanently.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the FOI Coordinator, Phone: (02) 6250 6744.

The records relate to approximately 20 individuals and are stored on paper media.

*Location: Offices of the Attorney-General's Department*

**9. CORPORATE SERVICES: EMPLOYMENT REGISTER – CONTRACTORS/SPECIALISTS**

The purpose of these records is to maintain a register of contractors/specialists available to work on a short-term basis for the Department.

Content may include: name, address, date of birth, occupational history, educational history, samples of work, and names of referees.

This information is not disclosed to other persons or organizations, and are stored on paper media.

*Location: Offices of the Attorney-General's Department*

**10. CORPORATE SERVICES: DISCLOSURE STATEMENTS**

The purpose of these records is to record information from individuals participating in tender processes, which may affect their impartiality or be perceived as impacting upon their impartiality.

Content may include: name and direct family members name(s) and their occupational history, affiliations, personal history, and financial or business information.

Sensitive content may include: relationships, affiliations and financial information.

The personal information on these records relates to employees who are involved in certain tender processes, and members of their direct family.

The following agency staff have access to this information: Senior Executives and those employees involved in particular tender processes.

The records are kept for a period dependant on any resultant contract.

The personal information contained in these records may be disclosed to probity advisers and probity auditors.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Director, Financial Framework and Portfolio Agencies, Phone: (02) 6234 4911.

*Location: Offices of the Attorney-General's Department*

## **11. ADMINISTRATIVE REVIEW COUNCIL: REPRESENTATIONS AND SUBMISSIONS TO THE COUNCIL**

The Administrative Review Council (the Council) was established under the *Administrative Appeals Tribunal Act 1975* to provide advice to the Government on strategic and operational matters relating to the Commonwealth system of administrative law. The Council provides its advice to the Attorney-General in the form of project reports and letters of advice. Prior to preparing a project report, the Council undertakes extensive research and consultation which may, where appropriate, involve the preparation of an issues paper, discussion paper or exposure draft report. Council may receive submissions containing personal information as part of the consultation process. Council may also receive unsolicited representations from members of the public on administrative law matters.

The content of these submissions and representations may include the name, address and other personal details of the writer or other persons referred to in the record as well as the personal opinions of the writer.

The following agency staff have access to this information: current Council members and staff have access to submissions and representations made to the Council.

The records are kept indefinitely.

Unless a submission has been made to the Council on a confidential basis the Council considers all submissions made to it concerning Council projects as public documents and therefore, publicly available on request.

Individuals can obtain information regarding access to their personal information by contacting the Executive Director, Administrative Review Council, Phone: (02) 6250 5800, facsimile (02) 6250 5980.

*Location: Offices of the Attorney-General's Department*

## **12. AUSCHECK: AVIATION & MARITIME INDUSTRY CONTACTS LISTS**

The purpose of these records is to enable AusCheck to send information to the Aviation and Maritime Industry Issuing Bodies and Industry participants in relation to the development and use of the AusCheck system.

Content may include: names, business addresses, business phone numbers and business email addresses

The personal information on these records relates to persons who process or are responsible for the processing of individual ASIC or MSIC applications, and those persons who are in Management of Security related roles.

The following agency staff have access to this information: AusCheck Operations Staff, AusCheck Communications staff, and other AusCheck Staff

The records are kept in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives

The records are kept on both paper files and electronically

The personal information contained in these records may be disclosed in accordance with the AusCheck Act 2007, including for the purposes of responding to a security incident. Personal information may also be disclosed to the Commonwealth or a Commonwealth authority for the purposes relating to law enforcement or national security.

Individuals can obtain information regarding access to personal information in this class of records by contacting Executive Director, AusCheck, phone: (02) 6228 2828

The records relate to approximately 300 Issuing Body and Industry Participants staff and are kept both paper and Electronic files

*Location: Offices of the Attorney-General's Department*

## **13. AUSCHECK: CONTRACTS FOR IT AND OTHER SERVICES AS REQUIRED**

The purpose of these records is to record information on contractors employed by AusCheck in relation to IT and other services

Content may include: name, company, address, contract details, tasks undertaken, services provided, CV's, payment and time recording details

The personal information on these records relates to contractors for IT and other services as required by AusCheck

The following agency staff have access to this information: Operations staff, Finance Staff and other AusCheck staff.

The records are kept in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives

The records are kept on are kept on departmental files. Some details are kept on a contract register.

The personal information contained in these records may be disclosed to: external auditors.

Individuals can obtain information regarding access to personal information in this class of records by contacting Executive Director, AusCheck, phone: (02) 6228 2828..

The records relate to approximately 20 individuals and are kept on paper files

*Location: Offices of the Attorney-General's Department*

#### **14. AUSCHECK: APPLICANT INFORMATION**

The purpose of these records is to maintain application details under the AusCheck Act 2007.

Content may include: name, date of birth, addresses, phone numbers.

The personal information on these records relates to persons who have applied for either an aviation security identification card or a maritime security identification card. AusCheck may also receive criminal histories for certain individuals.

The following agency staff have access to this information: AusCheck Operations Staff and AusCheck IT staff.

The records are kept in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives

The records are kept electronically. Applicants with particular circumstances also require a paper file.

The personal information contained in these records may be disclosed in accordance with the *AusCheck Act 2007* and the *AusCheck Regulations 2007* including for the purposes of responding to a security incident. Personal information may also be disclosed to the Commonwealth or a Commonwealth authority for the purposes relating to law enforcement or national security in accordance with guidelines made under the AusCheck Regulations. Personal information may also be disclosed to the Secretary of the Department of Infrastructure, Transport, Regional Development and Local Government in accordance with regulation 10 of the AusCheck Regulations. Individuals can obtain information regarding access to personal information in this class of records by contacting Executive Director, AusCheck, phone: (02) 6228 2828

The records relate to approximately 242,000 individuals and are kept in electronic files.

*Location: Offices of the Attorney-General's Department*

#### **15. AUSCHECK: SECURITY IDENTIFICATION CARD DETAILS**

The purpose of these records is to maintain under the AusCheck Act 2007 details of aviation security identification cards and maritime security identification cards.

Content may include: name, card number, expiry date and a photograph of the cardholder

The personal information on these records relates to persons who have been issued with an aviation security identification card or a maritime security identification card.

The following agency staff have access to this information: AusCheck Operations Staff and AusCheck IT staff.

The records are kept in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives

The records are kept electronically.

The personal information contained in these records may be disclosed in accordance with the AusCheck Act 2007, including for the purposes of verifying that an aviation security identification card or maritime security card has been issued to the particular individual and is in effect at a particular time. Personal information may also be disclosed to the Commonwealth or a Commonwealth authority for the purposes relating to law enforcement or national security.

Individuals can obtain information regarding access to personal information in this class of records by contacting Executive Director, AusCheck, phone: (02) 6228 2828.

The records relate to approximately 242,000 individuals and are kept in electronic files.

*Location: Offices of the Attorney-General's Department*

#### **16. CIVIL JUSTICE DIVISION: APPLICATIONS FOR REGISTRATION OR ENFORCEMENT OF CUSTODY OR MAINTENANCE ORDERS**

The purpose of these records is to facilitate registration of custody/residence orders, and processing of requests for maintenance and to act as transmitting agents for parties seeking to have their maintenance registered in Australia or overseas jurisdiction and to maintain statistics on the number of applications received.

Content may include: name, address, date of birth, occupation and gender.

Sensitive content of maintenance files may include: physical or mental health, disabilities, racial or ethnic origin, criminal convictions, tax file numbers, social security numbers, financial information including debts and relationship details.

The personal information on these records relates to applicants for registration of orders abroad. Because these arrangements are reciprocal there may also be personal information for a former partner living abroad.

The following agency staff have access to this information: staff of the International Family Law Section, Family Law Branch.

The records are held for 50 years after their creation.

Some of this information is disclosed to persons overseas involved in the registration of maintenance and custody orders.

Individuals can obtain information regarding access to their personal information by contacting the International Family Law Section, Family Law Branch, Phone: (02) 6234 4837.

*Location: Offices of the Attorney-General's Department*

#### **17. CIVIL JUSTICE DIVISION: HAGUE CHILD ABDUCTION CONVENTION APPLICATIONS**

The purpose of these records is to process applications for parties seeking (a) the return of their child either to or from Australia or (b) access to their child in a convention country, and to maintain statistics on the number of applications received.

Content may include: name, address, date of birth, occupation and gender.

Sensitive content may include: physical or mental health, disabilities, sexual life, racial or ethnic origin, criminal convictions, criminal intelligence, religious beliefs, political beliefs, tax file numbers, financial information including debts and relationship details.

The personal information on these records relates to abducted children, applicants and parents.

The following agency staff have access to this information: staff of the International Family Law Section, Family Law Branch.

The records are kept for 50 years after their creation.

Some of this information is disclosed to: persons involved in abductions - state government agencies, parents, solicitors, police, courts and foreign government agencies.

Individuals can obtain information regarding access to their personal information by contacting International Family Law Section, Family Law Branch, Phone: (02) 6234 4837.

The records relate to approximately 4500 individuals and are stored on paper media.

*Location: Offices of the Attorney-General's Department*

#### **18. CIVIL JUSTICE DIVISION: APPOINTMENTS TO THE FAMILY LAW COUNCIL**

The purpose of these records is to advise the Attorney-General on appointments and re-appointments to the Family Law Council.

Content may include: name, address, date of birth, occupation, marital status, curriculum vitae, work history and professional and educational qualifications.

Sensitive content may include: racial or ethnic origin and financial information.

The personal information on these records relates to members and possible prospective members.

The following agency staff have access to this information: Assistant Secretary, Family Law Branch; Director of Research, Family Law Council, the Attorney-General and senior staff.

The records are kept permanently.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Family Law Branch, Phone: (02) 6234 4832.

The records relate to approximately 115 individuals and are stored on paper media.

*Location: Offices of the Attorney-General's Department*

#### **19. CIVIL JUSTICE DIVISION: APPLICATIONS FOR APPOINTMENT AS MARRIAGE CELEBRANTS (CIVIL AND RELIGIOUS)**

The purpose of these records is to appoint and record registered marriage celebrants, marriage celebrant authorities, and to maintain statistics.

Content may include: name, address, registration number, church, date of registration, phone number, date of birth, yearly statistics, file number and location (town and city).

The personal information on these records relates to members of the public, employees of the State and Territory Registries of Births, Deaths and Marriages and Ministers of Religion (defined by the Marriage Act).

The following agency staff have access to this information: staff in Marriage Celebrants Section, Civil Justice Division.

Some of this information is disclosed to: the general public (such as name and contact details for a marriage celebrants registered by the Commonwealth), Registrars of Birth, Deaths and Marriages and to celebrant organisations and churches.

Individuals can obtain information regarding access to their personal information by contacting the Marriage Celebrants Section on telephone number (02) 6234 4800.

The records relate to approximately 6,000 individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **20. CIVIL JUSTICE DIVISION: CONTRACTORS ASSISTING WITH ADMINISTERED PROGRAMS**



The purpose of these records is to record details of individuals or organisations contracted to assist with administered programs managed by the Civil Justice Division.

Content may include: name, company, address, contract details, project undertaken, payment and time recording details.

Sensitive content may include: payment.

The personal information on these records relates to contractors assisting with administered programs.

The following agency staff have access to this information: employees involved in approving, managing or making payments under the contracts; internal auditors.

The records are kept on departmental files.

The personal information contained in these records may be disclosed to: external auditors.

Individuals can obtain information regarding access to personal information in this class of records by contacting Assistant Secretary, Family Pathways Branch phone (02) 6234 4884.

The records relate to an unknown number of individuals and are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

## **21. CIVIL JUSTICE DIVISION: APPOINTMENTS TO COURTS AND TRIBUNALS**

The purpose of these records is to advise the Attorney-General on appointments and re-appointments to courts and tribunals within the portfolio.

Content may include: name, address, date of birth, occupation, gender, curriculum vitae, work history, professional and educational qualifications.

Sensitive content may include: racial or ethnic origin, relationship details and financial information.

The personal information on these records relates to appointments and potential appointments to federal courts and tribunals.

The following agency staff have access to this information: employees in Administrative Law and Civil Procedure Branch and Civil Jurisdiction and Federal Courts Branch, Civil Justice Division and senior staff of the Department. Some of this information is disclosed to the Attorney-General, Cabinet and the Governor-General.

The records are kept permanently.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Administrative Law and Civil Procedure Branch, Phone: (02) 6250 6669 or the Assistant Secretary, Civil Jurisdiction and Federal Courts Branch, Phone: (02) 6250 6363.

The records relate to an unknown number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

## **22. CIVIL JUSTICE DIVISION: APPOINTMENTS TO THE ADMINISTRATIVE REVIEW COUNCIL (ARC)**

The purpose of these records is to advise the Attorney-General on appointments and re-appointments to the Administrative Review Council.

Content may include: name, address, date of birth, occupation, gender, curriculum vitae, work history, professional and educational qualifications.

Sensitive content may include: racial or ethnic origin, relationship details and financial information.

The personal information on these records relates to members and potential members of the Administrative Review Council.

The following agency staff have access to this information: the President of the ARC, Executive Director of the ARC and senior staff of the Department. Some of this information is disclosed to the Attorney-General, Cabinet and the Governor-General.

The records are kept permanently.

This information is not usually disclosed to other persons or organisations.

The records relate to an unknown number of individuals and are stored on paper and electronic media. Individuals can obtain information regarding access to their personal information by contacting the Executive Director, Administrative Review Council Secretariat, Phone: (02) 6250 5800.

*Location: Offices of the Attorney-General's Department*

### **23. CIVIL JUSTICE DIVISION: APPOINTMENTS TO THE OFFICE OF PARLIAMENTARY COUNSEL**

The purpose of these records is to advise the Attorney-General on appointments and re-appointments to the offices of First and Second Parliamentary Counsel.

Content may include: name, address, date of birth, occupation, gender, curriculum vitae, work history, professional and educational qualifications.

Sensitive content may include: racial or ethnic origin and relationship details.

The personal information on these records relates to appointments and potential appointments to the offices of First and Second Parliamentary Counsel.

The following agency staff have access to this information: employees in the Administrative Law and Civil Procedure Branch, Civil Justice Division and senior staff of the Department. Some of this information is disclosed to the Attorney-General, Cabinet and the Governor-General.

The records are kept permanently.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Administrative Law and Civil Procedure Branch, Phone: (02) 6250 6669.

The records relate to an unknown number of individuals and are stored on paper media and in electronic form.

*Location: Offices of the Attorney-General's Department*

### **24. CIVIL JUSTICE DIVISION: PRIVATE INTERNATIONAL LAW INQUIRIES**

The purpose of these records is to record details of inquiries made to the Private International Law Section about international civil procedure. This information is used to compile statistics about the number of inquiries made over time.

Content may include: name, name of law firm or government agency, address (including telephone, facsimile and email), court, jurisdiction and nature of inquiry.

The following agency staff have access to this information: staff of the Private International Law Section, the Assistant Secretary of the Administrative Law and Civil Procedure Branch, the Personal Assistant to the Assistant Secretary of the Administrative Law and Civil Procedure Branch, and staff of Information and Knowledge Services who may assist in the development and maintenance of computer based records.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Assistant Secretary, Administrative Law and Civil Procedure Branch, Phone (02) 6250 6669.

The records relate to around 1,000 inquiries.

*Location: Offices of the Attorney-General's Department*

**25. CIVIL JUSTICE DIVISION: PRIVATE INTERNATIONAL LAW CASEWORK (THE SERVICE OF DOCUMENTS AND TAKING OF EVIDENCE ABROAD IN CIVIL AND COMMERCIAL MATTERS)**

The purpose of these records is to maintain information on casework requests executed by the Private International Law Section. The casework relates to:

- Requests by overseas courts to serve documents and/or collect evidence in Australia for civil and commercial proceedings
- Requests by Australian federal courts to serve documents or collect evidence outside Australia for civil and commercial proceedings, and
- Requests by Australian litigants to transmit documents for service overseas.

Content may include: names and addresses of parties, names and addresses of legal representatives, names and addresses of witnesses, names and addresses of persons to be served, the nature of the proceedings, court, jurisdiction, the language capabilities of the above mentioned persons, interrogatories, details of evidence provided and details of service or attempted service.

Sensitive information may include: the nature of the proceedings, the details of evidence provided and complaints made against parties to civil and commercial proceedings.

The following agency staff have access to this information: staff of the Private International Law Section, the Assistant Secretary of the Administrative Law and Civil Procedure Branch and the Personal Assistant to the Assistant Secretary of the Administrative Law and Civil Procedure Branch.

The records are kept indefinitely.

The information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Administrative Law and Civil Procedures Branch, Phone: (02) 6250 6669.

The records relate to approximately 1,000 records of casework requests.

*Location: Offices of the Attorney-General's Department*

**26. CIVIL JUSTICE DIVISION: APPOINTMENTS TO THE NATIONAL ALTERNATIVE DISPUTE RESOLUTION ADVISORY COUNCIL (NADRAC)**

The purpose of these records is to advise the Attorney-General on appointments and re-appointments to the National Alternative Dispute Resolution Advisory Council.

Content may include: name, address, date of birth, marital status, occupation, work history, professional and educational qualifications, personal testaments.

Sensitive content may include: racial or ethnic origin and relationship details and financial information.

The personal information on these records relates to members and potential members of NADRAC.

The following agency staff have access to this information: employees in the Civil Jurisdiction and Federal Courts Branch, Civil Justice Division, senior staff of the Department, the Attorney-General and staff in the Ministerial Office (the information may be made available to other Ministers and their staff upon occasion in consultations relating to the membership of NADRAC).

The records are kept permanently.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Civil Jurisdiction and Federal Courts Branch, Phone: (02) 6250 6363.

The records relate to approximately 70 individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**27. CIVIL JUSTICE DIVISION: MAILING LIST FOR MATERIAL FROM THE NATIONAL ALTERNATIVE DISPUTE RESOLUTION ADVISORY COUNCIL (NADRAC)**

The purpose of these records is to enable material such as newsletters, annual reports, other publications and records of consultation to be sent to people interested in the activities of NADRAC.

The content includes names, email addresses, telephone and facsimile numbers, and addresses (mainly business addresses). There is no sensitive content.

The personal information on these records relates to persons who have asked to be placed on the mailing list. In some instances a particular area of interest is also recorded.

The following agency staff have access to this information: staff of the NADRAC Secretariat and Civil Justice Division, and support staff in Civil Justice Division.

The records are kept permanently except where a person requests their details be removed from the list.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Director, NADRAC Secretariat, Phone: (02) 6250 6897.

The records relate to approximately 1,200 individuals and organisations, and are stored on electronic media.

*Location: Offices of the Attorney-General's Department*

**28. CIVIL JUSTICE DIVISION: APPOINTMENTS TO THE EVIDENCE ACT MONITORING COMMITTEE**

The purpose of these records is to maintain a record of appointments to the Evidence Act Monitoring Committee.

Content may include: name, in some cases, if the person concerned holds an office (eg. as a judge of a federal court) that office, and in some cases a brief curriculum vitae.

The personal information on these records relates to persons nominated as members of the Evidence Act Monitoring Committee.

The following agency staff have access to this information: employees of the Administrative Law and Civil Procedure Branch, Civil Justice Division, and senior staff of the Department.

Some of the information may be disclosed to the Attorney-General and members of the Attorney-General's staff. The names of the members of the committee are disclosed to other members of the Committee. In addition the name of a member (and where relevant) an office held by a member may be disclosed to other persons or organisations

The Committee no longer operates but the records and personal information are kept permanently.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Administrative Law and Civil Procedure Branch, Phone: (02) 6250 6669.

The records relate to 8 persons and are stored on paper media.

*Location: Offices of the Attorney-General's Department*

**29. CIVIL JUSTICE DIVISION: APPOINTMENTS TO THE POSITION OF DIRECTOR OF THE NATIONAL JUDICIAL COLLEGE OF AUSTRALIA AND APPOINTMENTS TO THE COLLEGE'S CONSULTATIVE COMMITTEE**

The purpose of these records is to advise the College Council on appointments and re-appointments to the position of Chief Executive Officer of the College and the Attorney-General on appointments and re-appointments to the Consultative Committee.

Content may include: name, address, date of birth, occupation, gender, curriculum vitae, work history, professional and educational qualifications.

Sensitive content may include: racial or ethnic origin, relationship details and financial information.

The personal information on these records relates to appointments and potential appointments to the Chief Executive Officer position of the College and to the College's Consultative Committee.

The following agency staff have access to this information: employees in the Civil Jurisdiction and Federal Courts Branch, Civil Justice Division and senior staff of the Department. Some of this information is disclosed to the Attorney-General.

The records are kept permanently.

Information concerning appointments and re-appointments to the Chief Executive Officer position are disclosed to the College Council. Otherwise the information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Civil Jurisdiction and Federal Courts Branch, Phone: (02) 6250 6460.

The records relate to an unknown number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**30. CIVIL JUSTICE DIVISION: RECORDS OF ADMINISTRATIVE REVIEW COUNCIL (ARC) MEMBERS**

The purpose of these records is to maintain records of appointments and re-appointments to the Administrative Review Council and for administrative and reference purposes.

Content may include: name, address, date of birth, gender, occupation, financial information, curriculum vitae, professional and educational qualifications and work history.

Sensitive content may include: racial or ethnic origin, relationship details and financial information.

The personal information on these records relates to current and previous members of the Council.

The following agency staff have access to this information: the President of the Council, Executive Director of the ARC and senior staff of the Department.

The records are kept permanently.

This information is not usually disclosed to other persons or organisations.

The records relate to approximately 100 individuals and are stored on paper and electronic media.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Executive Director, Administrative Review Council, Phone: (02) 6250 5800.

*Location: Offices of the Attorney-General's Department*

**31. CIVIL JUSTICE DIVISION: MAILING LIST FOR MATERIAL FROM THE ADMINISTRATIVE REVIEW COUNCIL (ARC)**

The purpose of these records is to enable material such as newsletters, annual reports, other publications and records of consultation to be sent to people interested in the activities of the ARC.

The content includes names, email addresses, telephone and facsimile numbers, and addresses (mainly business addresses). There is no sensitive content.

The personal information on these records relates to persons who have asked to be placed on the mailing list. In some instances a particular area of interest is also recorded.

The following agency staff have access to this information: staff of the ARC Secretariat and Civil Justice Division.

The records are kept permanently except where a person requests their details be removed from the list.

This information is not usually disclosed to other persons or organisations.

The records relate to approximately 1,000 individuals and organisations, and are stored on electronic media.

Individuals can obtain information regarding access to their personal information by contacting the Executive Director, Administrative Review Council, Phone: (02) 6250 5800.

*Location: Offices of the Attorney-General's Department*

### **32. CIVIL JUSTICE DIVISION: MANAGEMENT OF INTERCOUNTRY ADOPTION PROGRAMS**

The purpose of these records is to hold information about individuals that may have been provided to the agency by State, Territory or overseas adoption agencies as an incident of the Agency's management of Australia's intercountry adoption programs

Content may include: name and address of individuals who may have participated in a particular intercountry adoption program.

The following agency staff have access to this information: staff of the International Family Law Branch.

The records are kept indefinitely.

This information is not disclosed to other persons or organisations.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Assistant Secretary, International Family Law Branch, Phone (02) 6250 6779.

The records relate to an unknown number of individuals and are stored on paper media and in electronic form.

*Location: Offices of the Attorney-General's Department*

### **33. CIVIL JUSTICE DIVISION: FAMILY DISPUTE RESOLUTION REGISTER**

The purpose of these records is to enable:

- the Attorney-General's Department to maintain details about the suitability of individuals for registration as family dispute resolution practitioners for the purpose of issuing certificates under section 60I of the *Family Law Act 1975* (the Act)
- the Attorney-General's Department to compile reports on workforce statistics relating to the family dispute resolution services sector
- courts exercising family law jurisdiction to verify that certificates under section 60I of the Act are issued by persons authorised under the Act to do so, and
- the public to locate registered family dispute resolution providers.

Content may include:

- names, contact details, date of birth, Indigenous status, primary language and cultural heritage of family dispute resolution practitioners
- registration numbers of family dispute resolution providers (individual practitioners and registered organisations)

- details about how family dispute resolution practitioners meet the requirements under the Act to be included in the Family Dispute Resolution Register such as educational qualifications, completion of specific training and supervised practice, experience in providing family dispute resolution, compliance with legislation relating to working with children, criminal convictions in relation to offences involving violence or sex
- copies of qualifications or academic transcripts, and other supporting documentation provided by those seeking inclusion on the Register
- details about how organisations that are registered meet the requirements under the Act to authorise individual practitioners to provide family dispute resolution on their behalf and the names of those practitioners
- assessment information on whether or not family dispute resolution providers meet the requirements under the Act and the registration status of each applicant including if their registration is active, suspended or cancelled, and
- information about the services provided by each family dispute resolution provider such as business name, business contact details, scope of services, mode of service delivery, client groups, accessibility and cost information.

The personal information on these records relates to individual family dispute resolution practitioners who apply to be included in the Family Dispute Resolution Register or who are authorised by organisations that are either designated under the Act or approved under the Family Law Amendment (Shared Parental Responsibility) Act 2006 to provide family dispute resolution.

The following agency staff have access to this information: Staff in the Practitioner Registration Unit and the Legal, Policy and Practitioner Support section of the Family Pathways Branch have access to all this information.

Registry staff in the Family Court of Australia, the Family Court of Western Australia and the Federal Magistrates Court have access to names, contact details, registration numbers, authorised individual practitioners and the registration status of all family dispute resolution providers that have at any time been registered in the Family Dispute Resolution Register.

Members of the public have access to information about the services provided by family dispute resolution providers where those providers are both registered and have agreed to those details being made public.

The records are kept electronically in a database on a secure 'in-confidence' server and manually on 'in-confidence' paper files in locked C-class cabinets.

The records are kept indefinitely.

The personal information contained in these records in relation to name and contact details may be disclosed to the general public where the family dispute resolution providers are both registered and have agreed to those details being made public. Confirmation of whether or not a family dispute resolution provider is registered may be also disclosed to the general public. Otherwise the information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Practitioner Registration Unit on 1800 025 255.

The records relate to approximately 1,000 individuals and are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **34. CLASSIFICATION, HUMAN RIGHTS, AND COPYRIGHT DIVISION: APPOINTMENTS TO THE AUSTRALIAN LAW REFORM COMMISSION**

The purpose of these records is to advise the Attorney-General on appointments and re-appointments to the Australian Law Reform Commission.

Content may include: name, address, date of birth, occupation, gender, curriculum vitae, work history, professional and educational qualifications.

Sensitive content may include: racial or ethnic origin and relationship details.

The personal information on these records relates to appointments and potential appointments to the Australian Law Reform Commission.

The following agency staff have access to this information: employees in the Human Rights Branch of the Classification, Human Rights and Copyright Division and senior staff of the Department. Some of this information is disclosed to the Attorney-General and his staff, the Prime Minister and his staff, Cabinet and the Governor-General.

The records are kept permanently.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Human Rights Branch, Phone: (02) 6250 6420.

The records relate to an unknown number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

### **35. CLASSIFICATION, HUMAN RIGHTS, AND COPYRIGHT DIVISION: APPOINTMENTS TO THE HUMAN RIGHTS AND EQUAL OPPORTUNITY COMMISSION**

The purpose of these records is to maintain a record of appointments to the Human Rights and Equal Opportunity Commission.

Content may include: names, expressions of interest including supporting material and curriculum vitae.

Sensitive content may include: racial or ethnic origin, relationship details, financial details.

The personal information on these records relates to persons considered for appointment or appointed to the Human Rights and Equal Opportunity Commission.

The following agency staff have access to this information: employees of the Human Rights Branch, Classification, Human Rights and Copyright Division and senior staff of the Department. Some of this information is disclosed to the Attorney-General and his staff, the prime Minister and his staff, Cabinet and the Governor-General.

This information is not usually disclosed to other persons or organisations.

The records are kept permanently.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Human Rights Branch, Phone: (02) 6250 6420.

The records relate to an unknown number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

### **36. CLASSIFICATION, HUMAN RIGHTS, AND COPYRIGHT DIVISION: COPYRIGHT TRIBUNAL**

The purpose of these records is to advise the Attorney-General on appointments and re-appointments to the Copyright Tribunal.

Content may include: curriculum vitae which include: name, address, date of birth, occupation, gender, marital status and work history.

The personal information on these records relates to members and potential members of the Copyright Tribunal.

The following agency staff have access to this information: employees in the Copyright Law Branch, Classification, Human Rights and Copyright Division. Some of this information is disclosed to the Attorney General and his staff, the Prime Minister and his staff, the Cabinet and The Governor –General.

The records are kept permanently.

This information is not usually disclosed to other persons or organisations.



Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Copyright Law Branch, Phone: (02) 6250 6313.

The detailed records relate to 17 individuals and are stored on paper and electronic media. There are also records of over 90 individuals who have expressed an interest in being considered for future appointments to the Tribunal.

*Location: Offices of the Attorney-General's Department*

**37. CLASSIFICATION, HUMAN RIGHTS, AND COPYRIGHT DIVISION: SUBMISSIONS TO COPYRIGHT LAW REVIEW COMMITTEE**

The purpose of these records is to record submissions to the Copyright Law Review Committee which may contain personal information which may be used in a policy context.

Content may include: name, address, occupation and gender.

The personal information on these records relates to individuals who have made submissions to the Copyright Law Review Committee.

The following agency staff have access to this information: employees in the Copyright Law Branch, Classification, Human Rights and Copyright Division.

The records are kept permanently.

This information is not usually disclosed to other persons or organisations, although submissions are usually published on the Department's web site and they may contain some of that information in its original form.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Copyright Law Branch, Phone: (02) 6250 6313.

*Location: Offices of the Attorney-General's Department*

**38. CLASSIFICATION, HUMAN RIGHTS, AND COPYRIGHT DIVISION: INTELLECTUAL PROPERTY AND COMPETITION REVIEW COMMITTEE**

The purpose of these records was to advise the Attorney-General on appointments to the Intellectual Property and Competition Review Committee.

Content may include: curriculum vitae which include name, address, date of birth, occupation, gender, marital status and work history.

The personal information on these records relates to members of the Committee.

The following agency staff have access to this information: employees in the Copyright Law Branch, Classification, Human Rights and Copyright Division.

The records are kept permanently.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Copyright Law Branch, Phone: (02) 6250 6313.

*Location: Offices of the Attorney-General's Department*

**39. CLASSIFICATION, HUMAN RIGHTS, AND COPYRIGHT DIVISION: COPYRIGHT ENEWS**

The purpose of these records is to enable the mailing of an electronic newsletter.

Content may include: name and an email address.

The personal information on these records is limited to necessary contact details.

The following agency staff have access to this information: server administrators within the Department.

The records are kept for as long as the person wishes to receive the mailing.

The information is maintained electronically only, and not disclosed to other persons or organisations, or used for any other purpose than the E-news.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Copyright Law Branch, Phone: (02) 6250 6313.

*Location: Offices of the Attorney-General's Department*

#### **40. CLASSIFICATION, HUMAN RIGHTS, AND COPYRIGHT DIVISION: CONTACT DATABASE ON COPYRIGHT MATTERS**

The purpose of these records is to enable contact with interested persons and groups on copyright policy matters generally, and on specific projects or negotiations with copyright collecting societies conducted on behalf of the Commonwealth.

Content may include: name, address, organisation, position in the organisation and contact details including telephone, facsimile and email address.

The personal information on these records is limited to contact details.

The following agency staff have access to this information: employees in the Copyright Law Branch, Classification, Human Rights and Copyright Division.

The records are kept for as long as the contact details are current.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Copyright Law Branch, Phone: (02) 6250 6313.

*Location: Offices of the Attorney-General's Department*

#### **41. CLASSIFICATION, HUMAN RIGHTS, AND COPYRIGHT DIVISION: DATABASE OF COMMONWEALTH DEPARTMENT AND AGENCY CONTACTS WITH INFORMATION ABOUT PUBLISHED COMMONWEALTH COPYRIGHT MATERIAL**

The purpose of these records is to assist the Commonwealth Copyright Administration when preparing responses to requests to use published Commonwealth copyright material.

Content may include: name, address, organisation, position in the organisation and contact details including telephone, facsimile and email address.

The personal information on these records relates to professional responsibilities in relation to administration of Commonwealth copyright materials in individual Australian Government departments and agencies.

The following agency staff have access to this information: employees in the Copyright Law Branch, Classification, Human Rights and Copyright Division.

The records are kept for as long as the contact details are current.

The records are kept on a Microsoft Outlook contacts list.

The personal information contained in these records may be disclosed to: a person or organisation who has made an inquiry to the Commonwealth Copyright Administration, where direct contact between that person or organisation and the agency responsible for publishing materials which are the subject of the inquiry is necessary for completion of the inquiry.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Assistant Secretary, Copyright Law Branch, Phone: (02) 6250 6313.

The records relate to approximately 120 individuals and are kept on a Microsoft Outlook contacts list

*Location: Offices of the Attorney-General's Department*

**42. CLASSIFICATION, HUMAN RIGHTS, AND COPYRIGHT DIVISION: SUBMISSIONS ON COPYRIGHT LAW AND POLICY**

The purpose of these records is to record submissions which may contain personal information which may be used in a policy context.

Content may include: name, address, occupation, gender.

The personal information in these records relates to individuals who have made submissions to the Copyright Law Branch, Classification, Human Rights and Copyright Division as part of a consultation process or a review.

The following agency staff have access to this information: employees in the Copyright Law Branch, Classification, Human Rights and Copyright Division.

The records are kept permanently.

Submissions made to the Copyright Law Branch are not usually disclosed to other persons or organisations.

Original submissions made to Phillips Fox as part of the review of the copyright Digital Agenda amendments were provided to the Department at the completion of the consultancy. Non-confidential submissions were made publicly available through the Phillips Fox website. Copies of submissions were provided to the Department of Communications, Information Technology and the Arts at the time of the consultation.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Copyright Law Branch, Phone: (02) 6250 6313.

*Location: Offices of the Attorney-General's Department*

**43. CLASSIFICATION, HUMAN RIGHTS, AND COPYRIGHT DIVISION: COMMONWEALTH COPYRIGHT ADMINISTRATION**

The purpose of these records is to manage, process and respond to requests to reproduce published Commonwealth copyright materials.

Content may include: details of copyright materials requested and used, name, occupation, address, telephone and facsimile numbers and bank account details.

The personal information on these records relates to individuals and businesses which have lodged a copyright request or inquiry with the Commonwealth Copyright Administration.

The following agency staff have access to this information: employees in the Copyright Law Branch of the Classification, Human Rights and Copyright Division.

The records are kept permanently.

The records are kept on a Microsoft Access database.

The personal information contained in these records may be disclosed to: the Financial Services Group of the Attorney-General's Department for the purpose of processing invoices and payment of royalties for use of Commonwealth copyright materials.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Assistant Secretary, Copyright Law Branch, Phone: (02) 6250 6313.

The records relate to approximately 5300 individuals and are kept on a Microsoft Access database.

*Location: Offices of the Attorney-General's Department*

**44. CLASSIFICATION, HUMAN RIGHTS, AND COPYRIGHT DIVISION: MEMBERS OF THE ATTORNEY-GENERAL'S NON-GOVERNMENT ORGANISATION FORUM ON DOMESTIC HUMAN RIGHTS**

The purpose of these records is to enable contact with non-government organisations that are invited to participate in an annual forum on human rights issues.

Content may include: name, organisation, position in the organisation and contact details including telephone, e-mail address and postal address.

The personal information on these records is limited to contact details.

The following agency staff have access to this information: employees in the Human Rights Branch, Classification, Human Rights and Copyright Division

The records are kept for as long as the contact details are current.

The records are kept on paper and electronic media.

The personal information contained in these records is not usually disclosed to other persons or organisation

Individuals can obtain information regarding access to personal information in this class of records by contacting the Assistant Secretary, Human Rights Branch, Phone: (02) 6250 6420

The records relate to approximately 60 individuals and are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **45. CLASSIFICATION, HUMAN RIGHTS AND COPYRIGHT DIVISION: APPOINTMENTS TO THE CLASSIFICATION BOARD AND THE CLASSIFICATION REVIEW BOARD**

The purpose of these records is to advise the Minister for Home Affairs on appointments and potential appointments to the Classification Board and the Classification Review Board and on matters concerning current appointees.

Contents may include names, addresses, dates of birth and current and past occupation details.

Sensitive contents may include: relationship details and details of racial or ethnic origin.

The personal information on these records relates to persons considered for appointment or appointed to the Classification Board and the Classification Review Board.

The following agency staff has access to this information: employees of Classification Policy Branch whose duties including dealing with this information and as necessary senior departmental staff, the Minister for Home Affairs and his staff, and relevant employees of the Classification Operations Branch. Some of this information is disclosed to State and Territory Ministers with responsibility for censorship for the purposes of consultation, the Minister for Home Affairs and his staff, the PM and his staff, Cabinet and the Governor-General.

This information is not usually disclosed to other persons or organisations however biographical details of appointments are included in the Annual Reports of the Classification Board and the Classification Review Board.

The records are retained in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Classification Policy Branch, Phone: (02) 6250 6445.

The records relate to an unknown number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **46. CLASSIFICATION, HUMAN RIGHTS & COPYRIGHT DIVISION: COMMUNICATIONS AND MARKETING RECORDS (CLASSIFICATIONS OPERATION BRANCH)**

Communications and Marketing records include annual report request lists, media lists, general contacts lists, stakeholder directories, consultant/contractor lists, government contacts, client lists and conference delegates lists.

The purpose of most of these records is to provide contact information for communications and marketing purposes directly related to classification issues and activities. Information contained in the General Contacts list is used to contact different sectors to provide organisational information.

Content may include: names, addresses (postal, street and email), phone numbers.

Sensitive content may include: none.

The personal information on these records includes contact details of clients, stakeholders, members of the public, media, local and international classifiers, and contact persons at publications, educational facilities and entertainment media companies.

The following agency staff has access to this information: staff in the Training and Communications section, executive staff who are Executive Level 2 or higher also have access to the client lists and stakeholder list located within the above records.

The records are kept indefinitely on site in the Classification Operations Branch, Surry Hills, NSW.

The personal information contained in these records is not disclosed to persons or organisations outside this office, except where required by law.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Classification Operations Branch in the Attorney-General's Department switchboard on tel: (02) 9289 7100 or by writing to Locked Bag 3, Haymarket NSW 1240.

The records relate to approximately 3,200 individuals and are stored on electronic media and are updated regularly.

#### **47. CLASSIFICATION, HUMAN RIGHTS & COPYRIGHT DIVISION: APPLICATIONS RECORDS (CLASSIFICATIONS OPERATION BRANCH)**

The records include: Business Operations Support Systems (BOSS) database, Classification files, Authorised Assessors database, Additional Content Assessors database, Film Festivals files and a Permission To Import file.

The purpose of these records is to maintain details of applications and decisions made under the *Classification (Publications, Films and Computer Games) Act 1995* (the Classification Act), and persons authorised as "Authorised Assessors" and "Additional Content Assessors" under the Classification Act.

More specifically the purpose is to provide the following:

- Business Operations Support Systems (BOSS) database  
Automated workflow and database of classification records including application details,
- Classification Files  
Classification records including application details. Individual files are created for unique film and computer game productions; Serial publications are compiled on files for each publication title,
- Authorised Assessor Database  
Details of Authorised Assessors, used as reference in verifying classification applications submitted to the Classification Board,
- Additional Content Assessor Database  
Details of authorised Additional Content Assessors, used as reference in verifying classification applications submitted to the Classification Board.
- Film Festivals files  
Annual files record all applications and registrations of Film Festival exemptions. Some larger festivals have individual files, and
- Permission To Import file  
Files records all applications for Permission To Import.

Content may include: Client contact details (names, postal, street and email addresses, phone numbers), application details, production details (producer's name, director's name, author's name, publisher's name and contact details), Authorised Assessor or Additional Content Assessor names, dates of Authorised Assessor or Additional Content Assessor training, Authorised Assessor's or Additional Content Assessor's company name, correspondence, film festival screening details.

Sensitive content may include: client's account balances, records of material submitted by clients and records of material that clients have permission to import.

The personal information on these records may relate to clients (including former and current applicants for film classification, such as individuals or persons nominated by a company or organisation), contractors,

correspondents, Authorised Assessors, Additional Content Assessors, industry members and members of the public.

The following agency staff has access to this information: All Classification Operations Branch employees have access to BOSS records and Classification files. Applications staff and relevant Training and Communication section staff have access to the Film Festivals files and the Permission to Import files. Applications staff and relevant Training and Communication staff have access to the Authorised Assessor and Additional Content Assessor databases.

The records are kept indefinitely.

The records are kept on site in Surry Hills, NSW, and in secure storage elsewhere in Sydney. The personal information contained in these records is not disclosed to persons or organisations outside this office, except where required by law.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Classification Operations Branch switchboard on tel: (02) 9289 7100 or by writing to Locked Bag 3, Haymarket NSW 1240.

The records relate to individuals who are applicants for classification and are stored on paper and electronic media and are updated regularly.

#### **48. CLASSIFICATION, HUMAN RIGHTS & COPYRIGHT DIVISION: COMMUNITY LIAISON SCHEME RECORDS (CLASSIFICATIONS OPERATION BRANCH)**

Community Liaison Scheme (CLS) records include: compliance checks and correspondence and reports that relate to these; general and client correspondence files; mailing lists of industry clients and associations; liaison with law enforcement authorities and government agencies.

The purpose of CLS records is to record: liaison with members of the public and industry; liaison with, and referrals to, law enforcement agencies; report on results of compliance activity and provide contact details for communication with industry.

Content may include names, addresses of companies, organisations and individuals (postal, street and email) and phone numbers.

Sensitive content may include: complaints and information received and identified about the activity of companies, organisations and individuals; referrals and notifications of possible breaches to law enforcement authorities; information about investigations and prosecutions by law enforcement authorities.

The personal information on these records include the contact details of members of the public, companies, associations, lobby groups, law enforcement agencies and government agencies.

The following agency staff has access to this information: Assistant Secretary, CLS staff and relevant Training and Communications staff (except for enforcement files).

The records are kept indefinitely.

The records are kept on site in Surry Hills, NSW.

Personal information contained in these records is not disclosed to persons or organisations outside this office, except where required by law or where referrals are made to law enforcement authorities.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Classification Operations Branch switchboard on (02) 9289 7100 or by writing to Locked Bag 3, Haymarket NSW 1240.

The records relate to approximately 500 individuals and organisations, are stored on paper and electronic media, and are updated regularly.

#### **49. CLASSIFICATION, HUMAN RIGHTS & COPYRIGHT DIVISION: EDUCATION RECORDS (CLASSIFICATIONS OPERATION BRANCH)**

The records include databases for: computer games (authorised assessor database); Australian Customs Trainees; mobile device content trainees; trained content assessors; and an additional content assessors.

The purpose of these records is to provide details of individuals who have been authorised by the Director of the Classification Board to assess content and/or recommend a classification; or individuals from the Australian Customs Service who have been trained by the COB.

Content may include: names, training dates, types of training courses attended, email, company or organisation phone number and postal address.

Sensitive content may include: none.

The personal information on these records relates to authorised assessor contact details.

The following agency staff has access to this information: Applications staff and relevant staff in the Training and Communication section have access to this information.

The records are kept indefinitely on site at the Classification Operations Branch, Surry Hills, NSW.

The personal information contained in these records is not disclosed to persons or organisations outside this office, except where required by law.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Classification Operations Branch switchboard on tel: (02) 9289 7100 or by writing to Locked Bag 3, Haymarket NSW 1240.

The records relate to approximately 1,630 individuals and are stored on electronic media and are updated regularly.

#### **50. CLASSIFICATION, HUMAN RIGHTS & COPYRIGHT DIVISION: COPYRIGHT RECORDS (CLASSIFICATIONS OPERATION BRANCH)**

Copyright records include a spreadsheet of media copied for use in training course material for a range of courses delivered to industry clients and Classification Board and Classification Review Board members.

The purpose of these records is to provide details of permission sought in regard to the use of the aforementioned copyright media.

Content of these records may include: Company names, details of contacts at various organisations (including names of individuals, phone numbers and email addresses), notes on issues discussed, and the title of the media involved.

No sensitive content is held on these records.

The personal information on these records relates to individuals' and companies' contact details.

The following agency staff has access to this information: the Education & Communications Manager and Classification Training Officers.

The records are kept indefinitely on site at the Classification Operations Branch, Surry Hills, NSW.

The personal information contained in these records is not disclosed to persons or organisations outside this office, except where required by law.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Classification Operations Branch switchboard on tel: (02) 9289 7100 or by writing to Locked Bag 3, Haymarket NSW 1240.

The records relate to approximately 55 individuals and/or companies, are stored on electronic media and are updated regularly.

#### **51. CLASSIFICATION, HUMAN RIGHTS & COPYRIGHT DIVISION: COORDINATION RECORDS (CLASSIFICATIONS OPERATION BRANCH)**

These records include: Business Operations Support Systems (BOSS) database, Ministerial Correspondence files, General Correspondence files, Mailing lists (including Ministerial lists), Submissions to Review databases (Guidelines and Advertising reviews), files containing records of meetings involving the former Office of Film & Literature Classification (OFLC) or the Classification Operations Branch, files containing records of Senate Estimates briefs, Current Issues Briefs, Possible Parliamentary Questions and Possible Media Questions, and Questions on Notice.

The purpose of these records is to record: correspondence and meetings with the former OFLC, Classification Operations Branch, Classification Board or the Classification Review Board; record details of administrative review and enforcement proceedings; provide a record of written submissions relating to reviews, including information given by members of the public; and assist in providing input to policy development.

Content may include names, addresses (postal, street and email) and phone numbers. In addition to personal details, BOSS, the Submissions to Review databases and Correspondence files include details of the content of submissions and letters and actual submissions and letters.

Sensitive content may include: the content of some submissions, documents relating to meetings involving the former OFLC, the Classification Operations Branch, the Classification Board and the Classification Review Board and correspondence. This is because matters expressed in these records may include information or an opinion about an individual's political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs or membership of a professional or trade organisation. Sensitive content may also include any personal information disclosed in the course of administrative review or enforcement proceedings.

The personal information on these records relates to members of the public, clients, stakeholders, lobby groups, government and non-government organisations and Board members.

The following agency staff has access to this information: relevant staff in the Training and Communication Section.

The records are kept indefinitely on site at the Classification Operations Branch, Surry Hills, NSW.

Some of the personal information is disclosed to the public. Details about submissions to the former OFLC or Classification Operations Branch may be published in Branch reports. Where confidentiality has been requested for a submission, the Classification Operations Branch respects that request, subject to the requirements of Freedom of Information legislation. Other personal information contained in these records is not disclosed to persons or organisations outside this office, except where required by law. Information from meetings and consultations is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Classification Operations Branch switchboard on tel: (02) 9289 7100 or by writing to Locked Bag 3, Haymarket NSW 1240.

The records relate to approximately 15,100 individuals, are stored on paper and electronic media, and are updated regularly.

## **52. CLASSIFICATION, HUMAN RIGHTS & COPYRIGHT DIVISION: EXECUTIVE SUPPORT UNIT RECORDS (CLASSIFICATIONS OPERATION BRANCH)**

The Executive Support Unit (ESU) records include: tax invoices from suppliers, client correspondence, contract agreements with suppliers, tender information and staff payroll records up to 30 June 2006.

The purpose of ESU records is to manage organisational resources, record invoices from and payment of suppliers and manage contracts.

Content may include names, addresses of companies, organisations and individuals (postal, street and email), phone numbers, bank account details and credit card numbers.

Sensitive content may include: responses to tenders, company financial and commercial information, bank account details for supplier transactions, credit card numbers for client transactions and file records of tender negotiations and contract management.

The personal information on these records include the contact details of members of the public, companies and associations.

The following agency staff has access to this information: Assistant Secretary and ESU staff.

The records are kept for a period of seven years on site at the Classification Operations Branch, Surry Hills, NSW.

Personal information contained in these records is not disclosed to persons or organisations outside this office, except where required by law.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Classification Operations Branch switchboard on (02) 9289 7100 or by writing to Locked Bag 3, Haymarket NSW 1240.



The records relate to individuals and organisations, are stored on paper and electronic media, and are updated as required. Since 1 July 2007 all supplier details and applicant financial details are stored on the Attorney-General Department's financial system (SAP) and will be included in the Department's return.

**53. CLASSIFICATION, HUMAN RIGHTS & COPYRIGHT DIVISION: CLASSIFICATION DECISION RECORDS (CLASSIFICATIONS OPERATION BRANCH)**

The records include: Business Operations Support Systems (BOSS) database.

The purpose of these records is to provide details of Classification Board and Classification Review Board reports and decisions.

Content may include: details of applications made under the Classification Act or State and Territory classification enforcement legislation, the make up of panels and decisions, and/or Authorised Assessors' or Additional Content Assessors' recommendations.

Sensitive content may include voting patterns of Board members.

The personal information on these records relates to Board members, Review Board members, Clients and Assessment Officers.

The following agency staff has access to this information: All Classification Operations Branch staff.

The records are kept indefinitely on site at the Classification Operations Branch, Surry Hills, NSW, and in secure storage elsewhere in Sydney.

Only the decisions of the Board and Review Board, and the reports of the Board and Review Board, are disclosed to persons or organisations outside this office. Other personal information contained in these records is not disclosed to persons or organisations outside this office, except where required by law.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Classification Operations Branch switchboard on tel: (02) 9289 7100 or by writing to Locked Bag 3, Haymarket NSW 1240.

The records relate to individuals who are applicants for classification and are stored on electronic media and are updated regularly.

**54. CLASSIFICATION, HUMAN RIGHTS & COPYRIGHT DIVISION: FREEDOM OF INFORMATION REQUEST RECORDS (CLASSIFICATIONS OPERATION BRANCH)**

The records include: Files containing Freedom of Information Requests and related documents.

The purpose of these records is to record and process requests for documents under the Freedom of Information Act.

Content may include: names and addresses, email addresses, phone numbers and details of particular requests.

Sensitive content may include: information considered relevant by the applicant to the request, or which may be contained in documents requested by the applicant

The personal information on these records relate to Freedom of Information applicants and people named in the documents requested.

The following agency staff has access to this information: Only staff involved in processing Freedom of Information applications.

The personal information contained in these records is not disclosed to persons or organisations outside this office, except where required by law.

The records are kept indefinitely on site at the Classification Operations Branch, Surry Hills, NSW.

The records relate to approximately 110 individuals and are stored on paper and electronic media.

**55. CRIMINAL JUSTICE DIVISION: PROCEEDS OF CRIME, CRIMES (SUPERANNUATION BENEFITS) AND OTHER ASSET RECOVERY**

The purpose of these records is to recover or share assets forfeited to the Commonwealth by judicial (including both conviction-based and civil forfeiture) or administrative process, and to deprive certain persons convicted of

corruption of certain superannuation benefits. The purpose includes advice on proceeds of crime payments for equitable sharing and legal assistance.

Content may include: name, address, date of birth, gender, citizenship, occupation, criminal intelligence, charges proffered against the person, criminal convictions, particulars of sentence ordered, names and address of legal advisers, property (including its value) owned or under control of the person including any encumbrances, superannuation details, financial affairs, debts owed, family relationships and marital status, personal habits, medical reports, and addictions.

Sensitive content may include: date of birth, citizenship, criminal intelligence, criminal convictions, property (including its value) owned or under the control of the person including any encumbrances, superannuation details, debts owed, financial affairs, family relationships and marital status, personal habits, medical reports, and addictions.

The personal information on these records relates to certain persons charged with offences against Commonwealth Law.

The following agency staff have access to this information: relevant staff of the Criminal Justice Division, relevant senior officers of the Department to whom the First Assistant Secretary, Criminal Justice Division reports and ministerial processing staff.

The records are kept permanently.

Some of this information is disclosed to: Insolvency and Trustee Service Australia, the Office of the Commonwealth Director of Public Prosecutions, ComSuper, government departments and Government Business Enterprises, Government Business Enterprise superannuation funds, the Australian Government Solicitor and Ministers and their advisers.

Individuals can obtain information regarding access to their personal information by contacting the FOI Coordinator, Phone: (02) 6250 6592.

The records relate to an unknown number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

## **56. CRIMINAL JUSTICE DIVISION: DOCUMENTATION RELATING TO OFFENDERS**

The purpose of these records is to maintain records for administrative and reference purposes.

Content may include: name, address, date of birth, occupation, gender, marital status and dependants and citizenship details.

Sensitive content may include: physical or mental health, disabilities, racial or ethnic origin, criminal convictions, criminal intelligence, financial information including debts, relationship details, sentence details, medical assessments and witness protection information in some cases.

The personal information on these records relates to all federal offenders and State or Territory offenders who have made applications to transfer from Australia under the International Transfer of Prisoners Scheme and prisoners in foreign countries who have applied to transfer to Australia under the International Transfer of Prisoners Scheme. The information is retained for the purpose of processing prisoner's applications for international transfer and/or administering their sentences including entitlements to parole.

The following agency staff have access to this information: staff of the International Transfer of Prisoners Unit and the Federal Offenders Unit, the Assistant Secretary Criminal Law Branch, Assistant Secretary Strategic Policy Coordination Branch and other delegates of the Attorney-General, (i.e. First Assistant Secretary Criminal Justice Division, the Executive and Special Advisers) and consultants under contract to assist these Delegates. The information maybe disclosed to Ministers and their advisers. The records are transferred to the Australian Archives and are destroyed when the prisoner reaches or would have reached 99 years of age.

Some of this information may also be disclosed to: prisoners' legal representatives, relatives, Australian prison and parole authorities, the Australian Federal Police, Foreign Affairs (Passports Office), Department of Immigration and Citizenship, the Commonwealth Director of Public Prosecutions, State and Territory police forces, members of the International Crime Cooperation Division and in the case of applications for

international transfer of a prisoner, to the government of the country to which the transfer relates. Prisoners applying for international transfer are notified about what disclosures of their personal information are likely to occur, and their consent to disclose information to relatives or legal representatives is sought.

Individuals about whom the record relates are entitled to access their personal information and can obtain information about how to do so by contacting the Federal Offenders Unit, Criminal Law Branch, Phone: (02) 6250 6816 or the International Transfer of Prisoners Unit, Strategic Policy Coordination Branch (02) 6250 6127.

The records relate to an unknown number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**57. CRIMINAL JUSTICE DIVISION: DOCUMENTATION RELATING TO THE ROYAL PREROGATIVE OF MERCY**

The purpose of these records is to maintain records for administrative and reference purposes, associated with the exercise of the Royal Prerogative of Mercy.

Content may include: name, address, date of birth, occupation, gender, marital status and dependants.

Sensitive content may include: physical or mental health, disabilities, criminal convictions, tax file numbers, financial information including assets and debts, and sentence details.

The personal information on these records relates to federal offenders who apply for the exercise of the Royal Prerogative of Mercy.

The following agency staff have access to this information: staff of the Federal Offenders Unit and the Secretary and Senior Executive Service officers who oversight this work

The information may be disclosed to Ministers and their advisers. The records are destroyed 10 years after action has been completed.

Some of this information may also be disclosed to: the agency which prosecuted the matter (eg Commonwealth Director of Public Prosecution), the agency which investigated the matter (eg Australian Federal Police, Australian Crime Commission), the Government agency to which the person is in default (eg. Australian Taxation Office, Australian Customs Service), the fine defaulters' accountants, tax agents and solicitors, the court in which the offender was fined, State police forces, warrant enforcement authorities and State fine enforcement authorities.

Individuals may obtain information regarding access to their personal information by contacting the Federal Offenders Unit, Phone: (02) 6250 6606.

The records relate to approximately an unknown number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**58. CRIMINAL JUSTICE DIVISION: DOCUMENTS RELATING TO REQUESTS FOR THE ATTORNEY-GENERAL'S CONSENT TO PROSECUTION OR CONSENT TO EXTENSION OF TIME IN WHICH A PROSECUTION MAY BE COMMENCED**

The purpose of these records is to ensure that relevant considerations are taken into account, including public interest, international relations and political considerations, in relation to certain prosecutions.

Content may include: name, address, date of birth, gender, citizenship, occupation, charges proffered against the person, allegations of criminal conduct, financial dealings, and names and addresses of legal advisers.

Sensitive content may include: name, address, date of birth, gender, citizenship, occupation, charges proffered against the person, allegations of criminal conduct, financial dealings.

The personal information on these records relates to persons charged with offences in relation to which there is a requirement for the Attorney-General to consent to a prosecution eg certain national security, war crimes, crimes at sea, extraterritorial and corporate related offences.

The following agency staff have access to this information: staff of the Criminal Law Branch, the Secretary and SES officers who oversight this work.

The records are kept permanently.

Some of this information is disclosed to the Office of the Commonwealth Director of Public Prosecutions, Ministers and their advisers.

Individuals may obtain information regarding access to their personal information by contacting Criminal Law Branch, Phone: (02) 6250 6395.

The records relate to a very small number of individuals and are stored on paper media.

*Location: Offices of the Attorney-General's Department*

**59. CRIMINAL JUSTICE DIVISION: DOCUMENTS RELATING TO REQUESTS FOR ACT OF GRACE PAYMENTS, CLAIMS FOR COMPENSATION, AND CLAIMS FOR DETRIMENT CAUSED BY DEFECTIVE ADMINISTRATION**

The purpose of these records is for administrative and reference purposes.

Content may include: name, address, date of birth, occupation, gender, marital status, physical or mental health details, financial information, allegations of criminal conduct, and criminal convictions.

Sensitive content may include: name, address, date of birth, occupation, gender, marital status, physical or mental health details, financial information, allegations of criminal conduct, and criminal convictions.

The personal information on these records relates to persons applying for some form of Compensation for alleged wrongs committed by the Commonwealth or Commonwealth agencies, or for the detrimental effects of administrative acts or omissions.

The following agency staff have access to this information: relevant staff of the Criminal Justice Division, the Secretary and SES officers who oversight this work.

The records are kept permanently.

Some of this information is disclosed to Ministers and their advisers and relevant government departments or agencies in the course of a consultation process to assess the claim.

Individuals may obtain information regarding access to their personal information by contacting the Assistant Secretary, Criminal Law Branch, Phone: (02) 6250 6395, the Assistant Secretary, Law Enforcement Policy Branch, Phone: (02) 6250 6848, or the Assistant Secretary, Strategic Policy Coordination Branch, Phone: (02) 6250 6735.

The records apply to a very small number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**60. CRIMINAL JUSTICE DIVISION: STRATEGIC POLICY COORDINATION BRANCH CONTRACTS FOR CONSULTANCY SERVICES**

The purpose of these records is to record information on consultants engaged in relation to Crime Prevention projects and activities.

Content may include: name, company, address, contract details, project undertaken, payment, samples of work, names of referees and details of previous work history.

The following agency staff have access to this information: all departmental employees on a need to know basis.

The original records are filed in a secure cabinet.

Some of this information may be disclosed to: internal and external auditors; ministers and their advisers.

Individuals can obtain information regarding access to their personal information by contacting Strategic Policy Coordination Branch, Phone: (02) 6250 6711.

The records relate to an unknown number of individuals at any one time. The records are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**61. CRIMINAL JUSTICE DIVISION: STRATEGIC POLICY COORDINATION BRANCH APPLICATIONS AND FUNDING AGREEMENTS FOR NATIONAL COMMUNITY CRIME PREVENTION PROGRAMME GRANTS**

The purpose of these records is to record applications for grants funding under the National Community Crime Prevention Programme.

Content may include: name, company, address, contract details, project undertaken, payment, samples of work, names of referees, details of work history.

The following agency staff have access to this information: all departmental employees on a need to know basis.

Some of this information may be disclosed to: internal and external auditors; grants advisory committee; ministers and their advisors.

Individuals can obtain information regarding access to their personal information by contacting Strategic Policy Coordination Branch, Phone: (02) 6250 6711.

The records relate to an unknown number of individuals at any one time and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**62. CRIMINAL JUSTICE DIVISION: NATIONAL LAW ENFORCEMENT POLICY BRANCH – CONTRACTS FOR CONSULTANCY SERVICES**

The purpose of these records is to record information on consultants engaged in relation to National Strategy for the Prevention of Diversion of Chemical Precursors into Illicit Drug Manufacture projects and activities.

Content may include: name, company, address, contract details, project undertaken, payment, samples of work, names of referees and details of previous work history.

The following agency staff have access to this information: all departmental employees on a need to know basis.

The original records are files in a secure cabinet.

Some of this information may be disclosed to: external auditors.

Individuals can obtain information regarding access to their personal information by contacting Assistant Secretary, National Law Enforcement Policy Branch, Phone: (02) 6250 6848.

The records relate to an unknown number of individuals at any one time and are stored on paper media with an electronic index.

*Location: Offices of the Attorney-General's Department*

**63. CRIMINAL JUSTICE DIVISION: APPLICATIONS FOR PERMISSION TO IMPORT FIREARM ARTICLES COVERED BY SCHEDULE 6 OF THE CUSTOMS (PROHIBITED IMPORTS) REGULATIONS 1956**

The purpose of these records is to keep track of firearm articles imported with the written permission of the Minister for Home Affairs or the Attorney-General. Permission to import is granted subject to conditions.

Content may include: name, address, firearms licence details of all relevant parties, as well as a description of the firearm articles and information about contractual arrangements.

The personal information relates to both private as well as commercial importers and their clients.

The following agency staff have access to this information: primarily staff of the Firearms Policy Unit of the Criminal Justice Division and the Assistant Secretary – National Law Enforcement Policy Branch.

The records are kept permanently within the Department.

This information is not disclosed to non-government organisations and only disclosed to parties with a relevant interest in the Permission to Import application.

Individuals can obtain information regarding access to their personal information by contacting the Director, Firearms Policy Unit, Phone: (02) 6250 6772.

*Location: Offices of the Attorney-General's Department*

**64. CRIMINAL JUSTICE DIVISION: STATUTORY OFFICE HOLDERS, BOARD OF MANAGEMENT MEMBERS AND COUNCIL MEMBERS - AFP, AUSTRAC, AIC, ACC, ACLEI, CRC, DPP, CUSTOMS AND CRIMTRAC**

The purpose of these records is to inform senior departmental staff and portfolio Ministers of current appointees, when terms of appointment expire, remuneration and other conditions of employment, and give details of prospective appointees.

Content may include: name, address, date of birth, occupation, gender, appointment held and curriculum vitae. The personal information kept on the appointees is mainly in the nature of a curriculum vitae and may also include a declaration of private interests used in official documents for Government and executive Council consideration.

The information relates to the Commissioner and Deputy Commissioners of the Australian Federal Police, the CEO of AUSTRAC, the Director and Board of Management of the Australian Institute of Criminology, the Chief Executive Officer of the Australian Crime Commission, Examiners appointed under the *Australian Crime Commission Act 2002*, members of the Criminology Research Council, the Director of Public Prosecutions, the Associate Director of Public Prosecutions, the Integrity Commissioner of the Australian Commission for Law Enforcement Integrity, the Chief Executive Officer of the Australian Customs Service and the Chief Executive Officer of the CrimTrac Agency. Similar information may also be held in relation to persons authorised by instrument to act in any of those positions.

The following agency staff have access to this information: Ministers and their advisers, the Federal Executive Council, the Office of Legislative Drafting and Publishing, designated staff in Ministerial and Parliamentary Services; designated employees in the National Law Enforcement Policy Branch, Strategic Policy and Coordination Branch and the Criminal Law Branch in the Criminal Justice Division, the Secretary, the Deputy Secretary responsible for law enforcement matters, and the Intergovernmental Committee established under the *Australian Crime Commission Act 2002*.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, National Law Enforcement Policy Branch. Phone: (02) 6250 6848, the Assistant Secretary, Criminal Law Branch. Phone (02) 6250 6395 or the Assistant Secretary, Strategic Policy and Coordination Branch, Phone: (02) 6250 6735.

The records are stored on electronic and paper media.

*Location: Offices of the Attorney-General's Department*

**65. CRIMINAL JUSTICE DIVISION: DOCUMENTATION RELATING TO PROJECT AUSTRALIA PILOT PROGRAMME, EMPLOYMENT AND POSITIVE CITIZENSHIP FOR DISADVANTAGED YOUNG PEOPLE**

The purpose of these records is to maintain records for administration purposes pending liquidation of the Project Australia pilot program (the program).

The personal information relates to the participants in the program.

Content may include: name; residential address; date of birth; gender; employment and educational history; date of joining and leaving the program.

Sensitive content may include: information relating to: physical and mental health; disabilities; substance use; incidents/accidents during the program; progress in relation to the Personal and Vocational Development Plan developed at the commencement of the pilot; family relationships; service and employment placements.

The following agency staff have access to this information: Assistant Secretary, Strategic Policy Coordination Branch, Criminal Justice Division.

The information may be disclosed to the First Assistant Secretary, Criminal Justice Division. Information relating to service and employment placements may also be disclosed to the Minister for Home Affairs, and to the Minister's advisers.

This information is not disclosed to other persons or organisations.

The records are kept for 10 years from the establishment of the service.

Individuals can obtain information regarding access to their personal information by contacting the FOI Coordinator, Phone: (02) 6250 6744.

The records relate to approximately 38 individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **66. CRIMINAL JUSTICE DIVISION: DOCUMENTS RELATING TO LITIGATION INVOLVING INDEMNIFIED COMMONWEALTH LAW ENFORCEMENT OFFICIALS**

The purpose of these records is for administrative and reference purposes.

Content may include: name, address, date of birth, occupation, gender, marital status, physical or mental health details, financial information, allegations of criminal conduct, and criminal convictions.

Sensitive content may include: name, address, date of birth, occupation, gender, marital status, physical or mental health details, financial information, allegations of criminal conduct, and criminal convictions.

The personal information on these records relates to persons involved in litigation involving Commonwealth law enforcement officials who are indemnified for their costs by the Commonwealth.

The following agency staff have access to this information: relevant staff of the Criminal Law Branch, relevant senior officers of the Department to whom the Assistant Secretary, Criminal Law Branch reports and ministerial processing staff.

The records are kept permanently.

Some of this information is disclosed to Ministers and their advisors, relevant government departments or agencies and legal firms in the course of assessing the claim for indemnity, processing payments and instructing on the conduct of the litigation.

Individuals may obtain information regarding access to their personal information by contacting the Assistant Secretary, Criminal Law Branch, Phone: (02) 6250 6395.

The records apply to a very small number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **67. CRIMINAL JUSTICE DIVISION: DOCUMENTS RELATING TO REQUESTS FOR THE ATTORNEY-GENERAL'S CONSENT TO RELEASE OF INSPECTOR'S REPORTS UNDER SECTION 82W OF THE NATIONAL HEALTH ACT 1953 AND SECTION 60 OF THE INSURANCE ACT 1973**

The purpose of these records is to ensure that relevant considerations are taken into account, including whether release could prejudice any actual or potential proceedings, in determining whether governing agencies should

release inspector's reports into the affairs of organisations subject to the *National Health Act 1953* and the *Insurance Act 1973* to the organisations concerned.

Content may include: name, address, date of birth, gender, citizenship, occupation, charges proffered against the person, allegations of criminal conduct, financial dealings, and names and addresses of legal advisers and associates.

Sensitive content may include: name, address, date of birth, gender, citizenship, occupation, charges proffered against the person, allegations of criminal conduct, financial dealings, and family and domestic relationships.

The personal information on these records relates to persons involved in the management and administration of organisations subject to the *National Health Act 1953* and the *Insurance Act 1973*.

The following agency staff have access to this information: relevant staff of the Criminal Law Branch, relevant senior officers of the Department to whom the Assistant Secretary, Criminal Law Branch reports and ministerial processing staff.

The records are kept permanently.

Some of this information is disclosed to the Office of the Commonwealth Director of Public Prosecutions, ASIC, Ministers and their advisers, and other investigative bodies.

Individuals may obtain information regarding access to their personal information by contacting Criminal Law Branch, Phone: (02) 6250 6395.

The records relate to a very small number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**68. CRIMINAL JUSTICE DIVISION: STRATEGIC POLICY COORDINATION BRANCH  
APPLICATION AND FUNDING AGREEMENTS FOR SECTION 298 PROCEEDS OF CRIME  
ACT 2002 GRANTS**

The purpose of these records is to record applications for grants funding under section 298 of the *Proceeds of Crime Act 2002*.

Content may include: name, company, address, contract details, project undertaken, payment, samples of work, names of referees, details of work history.

The following agency staff have access to this information: all departmental employees on a need to know basis.

Some of this information may be disclosed to: internal and external auditors; grants advisory committee, ministers and their advisers.

Individuals can obtain information regarding access to personal information in this class of records by contacting Strategic Policy Coordination Branch. Phone: (02) 6250 6711.

The records relate to up to an unknown number of individuals at any one time and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**69. CRIMINAL JUSTICE DIVISION: STRATEGIC POLICY COORDINATION BRANCH  
APPLICATIONS AND FUNDING AGREEMENTS FOR SAFER SUBURBS PLAN**

The purpose of these records is to record applications for grants funding under the Safer Suburbs Plan.

Content may include: name, company, address, contract details, project undertaken, payment, samples of work, names of referees, details of work history.

The following agency staff have access to this information: all departmental employees on a need to know basis.

Some of this information may be disclosed to: internal and external auditors; ministers and their advisers.



Individuals can obtain information regarding access to their personal information by contacting Strategic Policy Coordination Branch, Phone: (02) 6250 6711.

The records relate to an unknown number of individuals at any one time and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**70. CRIMINAL JUSTICE DIVISION: STRATEGIC POLICY COORDINATION BRANCH APPLICATIONS AND FUNDING AGREEMENTS FOR SECURE SCHOOLS PROGRAM**

The purpose of these records is to record applications for grants funding under the Secure Schools Program.

Content may include: name, company, address, contract details, project undertaken, payment, samples of work, names of referees, details of work history.

The following agency staff have access to this information: all departmental employees on a need to know basis.

Some of this information may be disclosed to: internal and external auditors; grants advisory committee; ministers and their advisors.

Individuals can obtain information regarding access to their personal information by contacting Strategic Policy Coordination Branch, Phone: (02) 6250 6711.

The records relate to an unknown number of individuals at any one time and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**71. CRIMINAL JUSTICE DIVISION: WITNESS PROTECTION (TRAFFICKING) CERTIFICATE CASE FILES**

The purpose of these records is to enable potential victims and witnesses of people trafficking, who have made a significant contribution to the investigation or prosecution of a people trafficking offence, to be issued with a witness protection (trafficking) certificate. The certificate is a pre-condition for a witness protection trafficking visa.

Content may include: name, address, occupation, date of birth, gender, citizenship, passport numbers, description and associates.

The personal information on these records relates to potential victims and witnesses in criminal investigations and prosecutions, as well as other persons connected with these matters.

The following agency staff have access to this information: designated employees of the Strategic Policy Coordination Branch, Criminal Justice Division.

The records are kept in accordance with the Attorney-General's record keeping policy.

The records are kept on paper and electronically.

The personal information contained in these records may be disclosed to: external auditors, Ministers and their advisors and employees of the Department of Immigration and Citizenship.

Individuals can obtain information regarding access to personal information in this class of records by contacting the FOI Coordinator, Phone: (02) 6250 5693.

The records relate to individuals, the number of whom may vary according to the number of cases on hand from time to time.

**72. CRIMINAL JUSTICE DIVISION: CLAIMS FOR COMPENSATION UNDER THE COMPENSATION FOR UNVIABLE BUSINESS POLICY**

The purpose of these records is to assess claims for compensation under the compensation for unviable business policy, a voluntary compensation scheme to compensate handgun dealers where the business became unviable directly as a result of the 2003 COAG handgun reforms.

Content may include: name, address, firearms licence details and commercial and financial information.

The personal information relates to both private and commercial aspects of the claimants.

The following agency staff have access to this information: primarily staff of the Firearms Policy Unit of the Criminal Justice Division and the Assistant Secretary – National Law Enforcement Policy Branch.

The records are kept permanently within the Department.

This information may be disclosed to Acumen Alliance Pty Ltd who have been contracted to assess the claims.

Individuals can obtain information regarding access to their personal information by contacting the Director, Firearms Policy Unit, Phone: (02) 6250 6772.

*Location: Offices of the Attorney-General's Department*

**73. EMERGENCY MANAGEMENT AUSTRALIA: MINISTERIAL COUNCIL FOR POLICE AND EMERGENCY MANAGEMENT (EM) AND THE AUSTRALIAN EMERGENCY MANAGEMENT COMMITTEE**

The purpose of these records is to facilitate communications with persons that participate in the activities of the Augmented Australasian Police Ministers' Council and the Australian Emergency Management Committee.

Content may include: phone numbers, email addresses, physical addresses and postal addresses.

No sensitive content is included.

The personal information on these records relates to persons who attend and/or participate in meetings and activities associated with the Augmented Australasian Police Ministers' Council and/or Australian Emergency Management Committee.

The following agency staff have access to this information: Departmental employees have access for official purposes.

The records are kept, updated and maintained for as long as necessary.

The personal information contained in these records is not usually disclosed to persons not involved with the activities of the Augmented Australasian Police Ministers' Council and/or Australian Emergency Management Committee.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Emergency Management Liaison Secretariat, Phone: (02) 6256 4602.

The records relate to approximately 50 persons and are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department.*

**74. EMERGENCY MANAGEMENT AUSTRALIA INSTITUTE: EMERGENCY MANAGEMENT EDUCATION & TRAINING STUDENT REGISTRATION FORMS**

These records provide information about participants and are collected for the purposes of recording participants training, attendance and course outcomes, course administration, and statistical information. The records will be held for a period of 30 years in accordance with the AQTF Standard 4.1 ii.

Content may include: Name, address, phone numbers, date of birth, email address, next of kin, training records, attendance, flight information, allergies, medical conditions.

The personal information on these records relates to training and assessment outcomes.

The following agency staff have access to this information: first aiders/course managers/administrators/auditors.

The database records are retained indefinitely while hard copies of registration forms are kept in line with destruction schedules.

Any information contained in these records may only be disclosed to the person concerned or to a third party with the approval of the person whose information is sought or as authorised by law.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Director Professional Education in writing at 601 Mount Macedon Road, Mount Macedon, VIC 3441.

The records relate to approximately 23146 individuals as at 30 June 2008 and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**75. EMERGENCY MANAGEMENT AUSTRALIA: COMMUNITY DEVELOPMENT BRANCH APPLICATIONS AND FUNDING AGREEMENTS FOR LOCAL GRANTS SCHEME AND NATIONAL EMERGENCY VOLUNTEER SUPPORT FUND**

The purpose of these records is to record applications for grants funding through the Local Grants Scheme and the National Emergency Volunteer Support Fund, established under the Australian Government's "Working Together to Manage Emergencies" initiative.

Content may include: name, company, address, contract details, project undertaken, payment history, details of work history in achieving project outcomes, samples of work completed.

The following agency staff have access to this information: Community Development Branch employees on a strictly "need to know" basis.

Some of this information may be disclosed to: internal and external auditors; state selection committee representatives; Australian Government Ministers and their advisors.

Individuals can obtain information regarding access to their personal information by contacting Community Development Branch, Phone: (02) 6256 4733.

The records relate to up to an unknown number of individuals at any one time and are stored on paper and electronic media in the Attorney-General's Department's Protected Network.

*Location: Offices of the Attorney-General's Department*

**76. EMERGENCY MANAGEMENT AUSTRALIA: INTERNET EMAIL MAILING LISTS FOR THE AUSTRALIAN JOURNAL OF EMERGENCY MANAGEMENT (AJEM)**

The purpose of these records is to maintain a list of email addresses to which advice of the release of the latest issue of AJEM can be forwarded. To subscribe to these services users must provide a valid email address.

These email addresses are only used for the purpose for which they have been provided and subscribers will not be added to any other mailing lists unless specifically requested.

Content may include: email addresses only.

The email address information held relates mainly to the Australian electorate but there may be addresses for others.

The following agency staff have access to this information: staff in the Knowledge Management Section of EMA, staff of the Web Publishing Section, Information and Knowledge Services and list server system administration staff.

The records are held until a request to unsubscribe from the mailing list is received.

This information is not disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Manager Projects and Community Information, Phone: (03) 5421 5296.

The records relate to approximately 433 individuals and are stored on electronic media.

*Location: Offices of the Attorney-General's Department.*

**77. EMERGENCY MANAGEMENT AUSTRALIA: MAILING LISTS FOR THE AUSTRALIAN JOURNAL OF EMERGENCY MANAGEMENT (AJEM)**

The purpose of these records is to enable AJEM to be sent to individuals and organisations who have requested to receive AJEM through a gratis distribution program and to enable EMA to focus the content of the journal to the interests of the readership.

Content may include: names and addresses, email addresses, gender, age category and occupational classification.

The personal information on these records relates to persons who have requested their details be placed on the mailing list.

The following agency staff have access to this information: staff of the Business and Governance section, Knowledge Management section and staff in the IT section of Information and Knowledge Services Branch.

The records are kept permanently except where a person requests their details be removed from the list.

Client ID and names and addresses are forwarded to the AJEM contractor to facilitate distribution of each issue on a quarterly basis.

Individuals can obtain information regarding access to their personal information by contacting the Manager Projects and Community Information on (03) 5421 5296.

The records relate to approximately 4241 individuals and organisations, and are stored on electronic media.

*Location: Offices of the Attorney-General's Department.*

**78. EMERGENCY MANGEMENT AUSTRALIA – LIBRARY: LIST OF SUBSCRIBERS FOR LIBRARY SERVICES**

The purpose of these records is to enable library services, such as loans, to be provided to individuals who have requested library services.

Content may include: names and addresses, contact telephone numbers and email addresses. There is no sensitive content.

The personal information on these records relates to persons who have requested their details be placed on the library user list.

The following agency staff have access to this information: staff of the Library and IT section of Information and Knowledge Services Branch.

The records are kept permanently except where a person requests their details be removed from the list.

This information is not disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Library Manager on (03) 5421 5224.

The records relate to approximately 2841 individuals and organisations, and are stored on electronic media.

*Location: Offices of the Attorney-General's Department.*

**79. EMERGENCY MANAGEMENT AUSTRALIA: INCIDENT MANAGEMENT FACILITY (IMF) CONTACTS DIRECTORY**

The purpose of these records is to maintain up to date contact details for key individuals and points of contact in Australian Government departments, State and Territory agencies, regional countries, emergency related committees and other relevant contact details. These details are used as the initial point of contact to relevant agencies involved within Australia's region of interest relating to emergency management..

Content may include: name, agency, designation, telephone numbers for business and out of hours contact, email and postal addresses

Sensitive content may include: Personal contact details, details relating to high profile individuals.

The personal information on these records relates to key individuals in a range of agencies involved in response to emergencies.

The following agency staff have access to this information: Senior EMA employees and staff working in the IMF including the 'out of hours' duty officer.

The records are kept indefinitely and are constantly reviewed and maintained.

The personal information contained in these records is held by EMA for the use of IMF staff and is not disclosed to external agencies..

Individuals can obtain information regarding access to personal information in this class of records by contacting the IMF: (02) 6256 4704.

The records relate to approximately 500 individuals and are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

## **80. EMERGENCY MANAGEMENT AUSTRALIA: CRISIS ADVISORY PANEL OF EXPERTS**

The purpose of these records is to maintain up to date contact details for key individuals with technical expertise relating to Chemical, Biological, Radiological and Nuclear incidents. In the event of an emergency involving Chemical, Biological, Radiological/Nuclear (CBRN) materials, the Commonwealth Government may need expert advice to manage the situation.

The aim of this document is to provide the contact details of expert persons in these areas and to provide guidance for them should they be contacted at short notice.

Content may include: name, agency, designation, telephone numbers for business and out of hours contact, email and postal addresses

Sensitive content may include: Personal contact details, details relating to high profile individuals.

The personal information on these records relates to key individuals in a range of agencies involved in providing expert technical advice relating to Chemical, Biological, Radiological and Nuclear incidents.

The following agency staff have access to this information: Senior EMA employees and staff working in the [EMA IMF](#) including the 'out of hours' duty officer.

The records are kept indefinitely and are formally reviewed and reissued every six months.

The personal information contained in these records may be disclosed to: All agencies identified in the contacts directory receive copies of the directory. During an emergency contact details may be disclosed to other third parties with a need to know, in order to deliver a safe and timely response.

Individuals can obtain information regarding access to personal information in this class of records by contacting the [EMA IMF](#): (02) 6256 4644.

The records relate to approximately 50 individuals and are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

## **81. EMERGENCY MANAGEMENT AUSTRALIA: INCIDENT MANAGEMENT FACILITY (IMF) EVENT SPECIFIC CONTACTS.**

The purpose of these records is to record information relating to offers of assistance from individuals and organisations offering to assist with response to a disaster event. Other lists record information relating to individuals deploying to emergencies.

Content may include: name, agency, designation, telephone numbers for business and out of hours contact, fax numbers, email, postal addresses, passport and visa details and next of kin details. In relation to offers of assistance would include details about the type of assistance being offered.

Sensitive content may include: Personal contact details, details relating to high profile individuals.

The personal information on these records relates to individuals involved in response to a specific emergency.

The following agency staff have access to this information: Senior EMA employees and staff working in the IMF including the 'out of hours' duty officer.

The records are kept along with other information relating to the specific incident, are filed and archived accordingly following the conclusion of an event.

The personal information contained in these records may be disclosed to: EMA and other agencies responsible for the individuals in a team or for accepting and managing offers of assistance as required.

Individuals can obtain information regarding access to personal information in this class of records by contacting the IMF: (02) 6256 4704.

The records relate to approximately 1000 individuals across a number of incidents and are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

## **82. EXECUTIVE ADVISER: FRAUD INVESTIGATIONS**

The purpose of these records is to monitor the status of investigations into AGD employees alleged to have committed fraud against the Commonwealth.

Content may include: name, address, date of birth, occupation and gender.

Sensitive content may include: allegations of misconduct against individuals which are subject to ongoing or finalised investigations.

The personal information on these records relates to the status of investigations into alleged fraud.

The following agency staff have access to this information: the Executive Adviser, the General Manager of Corporate Services and the Assistant Secretary of Human Resources.

The records are kept until they are no longer required for ongoing investigations, or are unlikely to be required for investigations in the future.

The records are kept on paper files.

The personal information contained in these records may be disclosed to the Australian Federal Police for the purpose of their investigations.

Given the highly sensitive nature of the material, individuals cannot obtain information regarding access to personal information in this class of records.

The records relate to approximately 5 individuals and are kept securely in the central office.

*Location: Offices of the Attorney-General's Department*

## **83. FINANCIAL SERVICES: FINANCIAL MANAGEMENT INFORMATION SYSTEM**

The purpose of these records is to process and account for expenditure and revenue.

Content may include: name, address and goods category.

Sensitive content may include: financial information including debts.

The personal information relates to creditors and debtors.

The following agency staff have access to this information: finance staff within the Department.

The records are kept for 7 years.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Director, Financial Systems and Accounting Operations, Financial Management Branch, Phone: (02) 6218 6835.

The records relate to approximately 39,923 individuals and are stored on electronic media.

*Location: Offices of the Attorney-General's Department*

#### **84. INDIGENOUS JUSTICE AND LEGAL ASSISTANCE DIVISION: COMMONWEALTH SCHEMES OF LEGAL OR FINANCIAL ASSISTANCE IN LEGAL MATTERS**

The purpose of these records is to record details of, and decisions made about, applications for legal or financial assistance. This includes applications made by legal aid commissions for funds from the Commonwealth Criminal Law Expensive Cases Fund to help meet the costs of expensive criminal cases and applications for financial assistance under the 20 statutory and 7 non-statutory schemes of financial assistance administered by the Legal Assistance Branch.

Content may include: name, address, date of birth, occupation and sex.

Sensitive content may include: addresses, details of physical or mental health, disabilities, racial or ethnic origin, criminal convictions, financial information, relationship details and legal issue for which legal or financial assistance is sought.

The personal information on these records relates to applicants for legal or financial assistance and financially associated persons.

The following agency staff have access to this information: employees of the Legal Assistance Branch in the Indigenous Justice and Legal Assistance Division, registry staff and management.

There is a long standing practice, endorsed by successive Attorneys-General, to treat applications for Commonwealth legal or financial assistance in confidence.

The records of successful applicants are kept for 20 years. Where legal or financial assistance is not granted, the records are kept for 10 years.

Some of this information is disclosed to the Department's outsourced internal and external auditors.

Individuals can obtain information regarding access to their personal information by contacting the FOI Coordinator, Phone: (02) 6250 6819.

*Location: Offices of the Attorney-General's Department*

#### **85. INDIGENOUS JUSTICE AND LEGAL ASSISTANCE DIVISION: ADMINISTERED PROGRAMS**

The purpose of these records is to record details of, and decisions made about, applications for funding and the monitoring of that funding under the Division's Indigenous Law and Justice Programs. The four programs are: Legal Aid for Indigenous People; Law and Justice Advocacy; Prevention, Diversion and Rehabilitation; and Family Violence Prevention Legal Services.

Applications may be received from individuals and organisations.

Content for individuals may include: name, address, date of birth, occupation, sex and Australian Business Number.

Sensitive content for individuals may include details of: addresses, physical or mental health, disabilities, racial or ethnic origin, criminal convictions, financial information, relationship information, opinion of counsel and other experts such as health professionals, and the grounds and legal issue for which test case funding is sought.

Content for organisations may include details of: name, address, contact information, incorporation, Australian Business Number, Goods and Services Tax registration, employees, Board of Directors, operations and purpose

of the organisation, complaints handling procedures, adverse information on relevant persons, adverse information on the organisation, business plans and submissions to requests for tender.

Sensitive content for organisations may include: financial information, adverse information on relevant persons, adverse information on the organisation, business plans and submissions to requests for tender.

The following agency staff have access to this information: employees of the Indigenous Law and Justice Branch in the Indigenous Justice and Legal Assistance Division, registry staff and management.

There is a long standing practice, endorsed by successive Attorneys-General, to treat applications for Commonwealth legal or financial assistance in confidence, which is applicable to applications for test case funding.

The records of successful applicants are kept for 20 years. Where financial assistance is not granted, the records are kept for 10 years.

Some of this information is disclosed to the Department's outsourced internal and external auditors.

Individuals can obtain information regarding access to their personal information by contacting the FOI Coordinator, Phone: (02) 6250 6819.

*Location: Offices of the Attorney-General's Department*

#### **86. INDIGENOUS JUSTICE AND LEGAL ASSISTANCE DIVISION: CONTRACTORS ASSISTING WITH ADMINISTERED PROGRAMS**

The purpose of these records is to record details of individuals or organisations including consultants contracted to assist with administered programs managed by the Indigenous Justice and Legal Assistance Division.

Content may include: name, company, address, contract details, project undertaken, payment and time recording details.

Sensitive content may include: payment.

The personal information on these records relates to contractors assisting with administered programs.

The following agency staff have access to this information: employees involved in approving, managing or making payments under the contracts; internal auditors.

The records are kept on departmental files. Some details are kept on a contract register.

The personal information contained in these records may be disclosed to: external auditors.

Individuals can obtain information regarding access to personal information in this class of records by contacting Assistant Secretary, Indigenous Law and Justice Branch phone (02) 6250 6330 or Assistant Secretary, Legal Assistance Branch, Phone: (02) 6250 6928.

The records relate to an unknown number of individuals and are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **87. INFORMATION AND KNOWLEDGE SERVICES: INTERNET EMAIL MAILING LISTS**

The purpose of these records is to maintain a list of email addresses to which information and press releases can be forwarded. Some pages of the Attorney-General's Department internet sites provide the facility for users to subscribe to email mailing lists. To subscribe to these services users must provide a valid email address.

These email addresses are only used for the purpose for which they have been provided and subscribers will not be added to any other mailing lists unless specifically requested.

Email mailing list addresses are stored on a separate server and can only be accessed by authorised Attorney-General's Department employees.

Content includes: email addresses only.



The email address information held relates mainly to the Australian electorate but there may be addresses for others.

The following agency staff have access to this information: staff of the Web Services and Public Affairs sections, and list server system administration staff.

The records are held until a request to unsubscribe from the mailing list is received.

This information is not disclosed to other persons or organisations.

Individuals can unsubscribe from the list at any time via the website or email address provided or obtain information regarding access to their personal information by contacting the Director of Web Services, Information and Knowledge Services, Phone: (02) 6250 6666.

The records relate to an unknown number of individuals and are stored on electronic media.

*Location: Offices of the Attorney-General's Department*

#### **88. INFORMATION AND KNOWLEDGE SERVICES: INTERNET REPRESENTATIONS TO DEPARTMENT AND MINISTERS**

The purpose of these records is to archive email correspondence sent to the Attorney-General's Department internet sites and various online registrations logged via the Department's websites which contain personal information.

Content may include: name, email address, address, date of birth, occupation, gender, marital status and name and status of partners or relatives.

Sensitive content may include: physical or mental health, disabilities, sexual preference, racial or ethnic origin, criminal convictions, criminal intelligence, religious affiliations, political affiliations, financial information and relationship details.

The personal information on these records relates mainly to the Australian electorate but there may be representations made by others.

The following agency staff have access to this information: staff of the Web Services section, any member of the Ministers' staff and Departmental employees on a "need to know" basis.

The records relating to exceptional cases are retained permanently and routine or minor cases are destroyed 2 years after action is completed.

This information is not usually disclosed to other persons or organisations other than where this is necessary in order to respond to the writer. Email addresses are only recorded if a message is sent to the Department via one of its internet sites. Email messages are only used for the purpose for which they are provided, they will not be added to a mailing list unless specifically requested.

Where personal information is collected, individuals can obtain information regarding access to their personal information or update their information by contacting the email address provided or by contacting the Director of Web Services, Information and Knowledge Services, Phone: (02) 6250 6666.

The records relate to an unknown number of individuals and are stored on electronic databases.

*Location: Offices of the Attorney-General's Department*

#### **89. INFORMATION AND KNOWLEDGE SERVICES - LIBRARY: MAILING LIST FOR THE ATTORNEY-GENERALS' INFORMATION SERVICE (AGIS)**

The purpose of these records is to enable AGIS to be sent to individuals and organisations who receive AGIS through an exchange program or through a gratis distribution program.

The content includes names and addresses, mainly business addresses. There is no sensitive content.

The personal information on these records relates to persons who have requested their details be placed on the mailing list.

The following agency staff have access to this information: staff of the Library and other employees in the Information and Knowledge Services Group.

The records are kept permanently except where a person requests their details be removed from the list.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Director Library Services, Lionel Murphy Library, Phone: (02) 6250 6566.

The records relate to approximately 400 individuals and organisations, and are stored on electronic media.

*Location: Offices of the Attorney-General's Department*

#### **90. INFORMATION AND KNOWLEDGE SERVICES: COMMON AUTOMATED TEMPLATE SYSTEM (CATS)**

The purpose of these records is to maintain lists of individuals with whom employees in the Department correspond. Employees creating correspondence using CATS may store information about addressees and senders. This information is used subsequently to automatically fill in relevant parts of new correspondence employees create.

Content includes: name, address, phone numbers, job title and organisation and email address.

The following agency staff have access to this information: individual employees who entered the records.

The information is held at the discretion of the employee who entered it.

This information is not disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting Information and Knowledge Services, Phone: (02) 6250 5500.

The records relate to an unknown number of individuals and are stored on electronic media.

*Location: Offices of the Attorney-General's Department*

#### **91. INFORMATION & KNOWLEDGE SERVICES: CONTRACTORS FOR INFORMATION TECHNOLOGY SERVICES**

The purpose of these records is to record information on contractors employed in relation to Information Technology work for the Attorney-General's Department.

Content may include: name, company, address, contract details, project undertaken, payment and time recording details.

The personal information on these records relates to contractors for computer related tasks.

The following agency staff have access to this information: all departmental employees on a need to know basis.

The original records are held on a departmental file.

Some of this information may be disclosed to external auditors.

Individuals can obtain information regarding access to their personal information by contacting Information and Knowledge Services, Phone: (02) 6250 5500.

The records relate to up to approximately 55 individuals at any one time and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**92. INTERNATIONAL CRIME COOPERATION DIVISION: EXTRADITION, MUTUAL ASSISTANCE IN CRIMINAL MATTERS, INTERNATIONAL WAR CRIMES TRIBUNALS MATTERS, CRIMINAL JUSTICE CERTIFICATE MATTERS AND STATUS OF FORCES CASE FILES**

The purpose of these records is to progress requests for the extradition of persons to or from Australia, to receive or provide evidence for criminal investigations and prosecutions in Australia or overseas, to enforce foreign orders for restraint and confiscation of proceeds of crime and to seek enforcement overseas of equivalent Australian orders, to provide evidence and witnesses to the International Criminal Tribunals for the former Yugoslavia and Rwanda, to provide evidence and witnesses to the International Criminal Court, to enable unlawful non-citizens to enter or remain in Australia for the purposes of the administration of criminal justice, or for the purpose of considering waiver of jurisdiction in cases involving offences committed by foreign defence personnel in Australia.

Content may include: name, address, occupation, date of birth, gender, fingerprints, citizenship, passport numbers, description and associates.

Sensitive content may include: physical or mental health, disabilities, racial or ethnic origin, criminal convictions, allegations of criminal conduct, criminal intelligence, political beliefs, financial information including debts and relationship details.

The personal information on these records relates to alleged offenders and potential witnesses in criminal prosecutions, as well as other persons connected with these matters, in both an international and domestic context.

The following agency staff have access to this information: designated employees of the Mutual Assistance and Extradition Branch, the International Assistance and Treaties Branch, the International Crime Cooperation Division and registry staff.

The records are kept permanently.

Some of this information is disclosed to: law enforcement agencies in and outside Australia (including the Australian Federal Police, Interpol, Australian Crime Commission, State and Territory police services and law enforcement agencies, courts and prosecutors both within and outside Australia) and Australian government agencies (including the Department of Foreign Affairs and Trade both domestically and overseas, the Department of Immigration and Citizenship, the Department of the Prime Minister and Cabinet, the Australian Taxation Office, and the Australian Securities and Investment Commission).

Individuals can seek information regarding access to their personal information by contacting the FOI Coordinator, Phone: (02) 6250 6819.

The records relate to individuals, the number of whom may vary according to the number of cases on hand from time to time. They are stored on paper, electronic and pictorial media.

*Location: Offices of the Attorney-General's Department*

**93. LEGAL SERVICES & PERSONAL PROPERTY SECURITIES DIVISION: LEGAL ISSUES**

The purpose of these records is to enable the Legal Services and Personal Property Securities Division to perform its function in relation to the delivery of legal services to the Commonwealth, including:

- consideration of legal assistance to Ministers and staff
- consideration of complaints by individuals that agencies have breached the Legal Services Directions, and
- decisions on matters arising under the Directions concerning or affecting individuals.

Content may include: names and details of personal circumstances relevant to the issues to be determined in relation to legal assistance or the application of the Directions.

The following agency staff have access to this information: employees of the Office of Legal Services Coordination whose duties include dealing with this information and as necessary senior departmental staff, and the Attorney-General and his staff.

The records are retained in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives.

Some of this information may be disclosed to Commonwealth departments and agencies and their legal advisers.

Individuals can obtain information regarding access to their personal information by contacting the Legal Services and Personal Property Securities Division, Phone: (02) 6250 6611.

The records relate to an unknown number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **94. LEGAL SERVICES AND & PERSONAL PROPERTY SECURITIES DIVISION: LEGAL SERVICE PROVIDERS**

The purpose of these records is so that the Division can assist agencies in purchasing legal services and undertaking work by providing appropriate information on potential legal services providers.

Sensitive information may include: professional background, professional affiliations, disabilities, financial information, criminal convictions, relationship details and racial or ethnic origin.

The following agency staff have access to this information: employees of the Office of Legal Services Coordination whose duties include dealing with this information and as necessary senior departmental staff, and the Attorney-General and his staff.

The records are retained in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives.

Some of this information may be disclosed to Commonwealth departments and agencies and their legal advisers.

Individuals can obtain information regarding access to their personal information by contacting the Legal Services and Personal Property Securities Division, Phone: (02) 6250 6611.

The records relate to an unknown number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **95. LEGAL SERVICES & PERSONAL PROPERTY SECURITIES DIVISION: BIOGRAPHICAL AND PERSONAL INFORMATION ON MEMBERS OF THE AGS ADVISORY BOARD AND INFORMATION ON POTENTIAL APPOINTMENTS TO THAT BOARD**

The purpose of these records is to advise the Attorney-General on appointments and potential appointments to the AGS Advisory Board and on matters concerning current appointees.

Contents may include names, addresses, dates of birth and current and past occupation details. Sensitive contents may include: relationship details and details of racial or ethnic origin.

The personal information on these records relates to persons considered for appointment or appointed to the AGS Advisory Board.

The following agency staff have access to this information: employees of the Office of Legal Services Coordination whose duties including dealing with this information and as necessary senior departmental staff, the Attorney-General and his staff, relevant employees of the Department of Finance and Administration and their Ministers and staff.

The records are retained in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Office of Legal Services Coordination, Phone: (02) 6250 6611.

The records relate to an unknown number of individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**96. LEGAL SERVICES & PERSONAL PROPERTY SECURITIES DIVISION: BIOGRAPHICAL AND PERSONAL INFORMATION ON THE AGS CEO**

The purpose of these records is to advise the Attorney-General on matters concerning the employment of the AGS CEO.

Contents may include names, addresses, dates of birth and current and past occupation details.

Sensitive contents may include: financial arrangements.

The personal information on these records relates to the AGS CEO.

The following agency staff have access to this information: employees of the Office of Legal Services Coordination whose duties including dealing with this information and as necessary senior departmental staff, the Attorney-General and his staff, relevant employees of the Department of Finance and Administration and their Ministers and staff.

The records are retained in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Legal Services Coordination Branch, Phone: (02) 6250 6611.

The records are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**97. LEGAL SERVICES & PERSONAL PROPERTY SECURITIES DIVISION: BIOGRAPHICAL AND PERSONAL INFORMATION ON THE INSPECTOR-GENERAL IN BANKRUPTCY**

The purpose of these records is to advise the Attorney-General on the employment of the Inspector-General in Bankruptcy.

Contents may include names, addresses, dates of birth and current and past occupation details.

Sensitive contents may include: financial arrangements.

The personal information on these records relates to the employment of the Inspector-General in Bankruptcy.

The following agency staff have access to this information: employees of the Office of Legal Services Coordination whose duties including dealing with this information and as necessary senior departmental staff, and the Attorney-General and his staff.

The records are retained in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Office of Legal Services Coordination, Phone: (02) 6250 6611.

The records are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

**98. LEGAL SERVICES & PERSONAL PROPERTY SECURITIES DIVISION: MAIL AND EMAIL CIRCULATION LISTS**

The purpose of these records is to provide a distribution list of persons who have indicated that they wish to receive updates on legal services matters and/or personal property securities reform, and to provide a distribution list for members of the Attorney-General's Personal Property Securities Consultative Group.

Content may include: names, email addresses, postal addresses, telephone and facsimile numbers.

Sensitive content may include: nil

The personal information on these records relates to persons who wish to receive updates on legal services matters and/or personal property securities reform, and to members of the Attorney-General's Personal Property Securities Consultative Group..

The following agency staff have access to this information: employees of the Legal Services and Personal Property Securities Division whose duties include dealing with this information and as necessary senior departmental staff.

The records are kept indefinitely, or until a person asks to unsubscribe to the list.

The records are stored on paper and electronic media.

The personal information contained in these records may be disclosed to: the Australian National Audit Office request.

Individuals can obtain information regarding access to personal information in legal services-related records, in this class of records, by contacting the Assistant Secretary, Office of Legal Services Coordination, Phone: (02) 6250 6611. Individuals can obtain information regarding access to personal information in personal property securities-related records, in this class of records, by contacting the Assistant Secretary, Personal Property Securities Branch, Phone: (02) 6250 6690.

The records for personal property securities matters relate to approximately 700 individuals and are kept on electronic media. The records for the Personal Property Securities Consultative Group relate to approximately 20 individuals and are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **99. LEGAL SERVICES AND PERSONAL PROPERTY SECURITIES DIVISION: BIOGRAPHICAL AND PERSONAL INFORMATION ON SOLICITOR-GENERAL**

The purpose of these records is to advise the Attorney-General on matters concerning the employment of the Solicitor-General.

Contents may include names, addresses, dates of birth and current and past occupation details.

Sensitive contents may include: financial arrangements.

The personal information on these records relates to the Solicitor-General.

The following agency staff have access to this information: employees of the Office of Legal Services Coordination whose duties including dealing with this information and as necessary senior departmental staff, the Attorney-General and his staff, relevant employees of the Department of Finance and Administration and their Ministers and staff.

The records are retained in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Office of Legal Services Coordination Branch, Phone: (02) 6250 6611.

The records are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **100. OFFICE OF INTERNATIONAL LAW: ADMIRALTY RULES COMMITTEE**

The purpose of these records is to advise the Attorney-General with respect to appointments to the Admiralty Rules Committee, established under the *Admiralty Act 1988*.

Contents may include: names and curriculum vitae.

Sensitive contents may include: racial or ethnic origin and commercial or financial information.

The personal information on these records relates to members and prospective members.

The following agency staff have access to this information: the Attorney-General, First Assistant Secretary, Office of International Law, employees of the Office of International Law and senior staff of the Department.

The records are kept permanently.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, International Law and Trade Branch, Phone: (02) 6250 6035.

The records relate to the seven members of the Committee from time to time and an unknown number of prospective members. They are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **101. OFFICE OF INTERNATIONAL LAW: INDIVIDUAL COMMUNICATIONS TO UNITED NATIONS HUMAN RIGHTS TREATY BODIES**

Australia is a party to a number of United Nations procedures which allow individuals to complain directly to the United Nations human rights treaty bodies about alleged breaches of human rights within Australia. The United Nations refers such communications to the Australian Government for a response. Files are kept for each such communication.

The files include the text of any communication by the individual to the United Nations including name, address and other personal details which the individual may have included in the communication. The communications are about alleged breaches of human rights and may therefore include sensitive information about the individual's criminal record, sexuality, disabilities, racial or ethnic origin and a wide range of other issues.

Records are kept on each individual lodging a communication with the United Nations human rights treaty bodies.

Executive and senior management staff, employees of the International Human Rights Section of the Public International Law Branch and other employees involved in responding to the United Nations have access to the information.

The records are kept indefinitely.

While the communications are being considered by the United Nations they are treated in confidence and information is not usually disclosed to other persons or organisations. Although certain non-personal information is made public relating to the cases before the treaty bodies, personal information relating to any complaint may be disclosed only to another Commonwealth agency or State or Territory Government which is directly involved in the communication, as appropriate. The final views of the United Nations bodies are public documents and may contain some of the information included in the original communication.

Individuals can obtain information regarding access to their personal information by contacting the Principal Legal Officer of the International Human Rights Section, Phone: (02) 6250 6450.

Records currently relate to approximately 22 individuals and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **102. PROTECTIVE SECURITY COORDINATION CENTRE: AUSTRALIAN SECURITY VETTING SERVICE: SECURITY CLEARANCE PERSONAL INFORMATION**

The purpose of these records is to record information about employees who are being assessed for a security clearance. These records can be for employees of government and private contractors engaged by government agencies requiring security clearances.

Contents of personal security files may include: name, place and date of birth, spouse/partner, addresses, overseas travel undertaken, AGS number (if applicable), parents' details, financial details, details of persons

living with them over the age of 18, membership of clubs and associations, interview reports and third party checks.

These records are held on each individual being processed for a security clearance. The personal security file containing this information is returned to the requesting agency upon completion of the clearance process and electronic records that form part of personal security files are deleted by the Australian Security Vetting Service (ASVS).

The following agency staff have access to this information: selected staff of the ASVS and its contractors have access to this personal information while it is in ASVS custody.

When in possession of the ASVS, files are secured in a secure environment and container.

Other electronic records on individuals processed for a security clearance are kept permanently by ASVS. These include the name, previous surname, name known by, clearance level, email address, telephone number, home or business address, citizenship and department requesting the clearance.

Electronic records currently relate to approximately 40,026 individuals and are stored on a computer database, which is accessed by ASVS staff only.

The ASVS also has personal information on personnel records relating to current and former contractors.

Contents of personnel records may include: name, address, date of birth, pay related records (including banking details, performance appraisals; contracts and conditions of employment, security clearance details and employment history.

The following agency staff have access to this information: selected staff of the ASVS have access to this personal information.

The records are kept according to the applicable provisions of the General Disposal Authority for staff and establishments records issued by Australian Archives.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Security Coordination Branch, PSCC, Phone: (02) 6250 5301.

Records relating to current and former contractors are stored on paper.

Files are stored in a secure environment and security container.

*Location: Offices of the Attorney-General's Department*

### **103. PROTECTIVE SECURITY COORDINATION CENTRE: PROTECTIVE SECURITY TRAINING PROGRAM STUDENT REGISTRATION FORMS**

These records provide information about participants and are collected for the purposes of course administration, statistical analysis and evaluation of the PSCC Training Centre's programs, including an e-Learning Protective Security Induction program. Records are also used for reporting to the Department of Education, Employment and Workplace Relations in accordance with Australian Quality Training Framework requirements.

Content may include: name, agency, classification or designation, gender, official telephone numbers, work area, home address, date of birth, disability, cultural / linguistic background, and student support requirements, eg. literacy support. E-learning registration content may include: name, work e-mail address, work telephone numbers and individual e-learning access code.

The records relate exclusively to participants who have attended or are applicants for courses and who have registered for recognition of prior learning.

The following agency staff have access to this information: members of the training staff and line management as required.

The database records are retained indefinitely while hard copies of registration forms are kept in line with Australian Quality Training Framework destruction schedules (30 years).



In line with the PSCC Training Centre's published privacy statement participant information may be disclosed to the employer for administration and statistical/monitoring purposes if they make a written request to the PSCC Training Centre. Participant information is not used for any other purpose except as required or authorised by or under law.

Individuals can obtain information regarding access to their personal information by contacting the Director, PSCC Training Centre, Phone: (02) 6250 5700.

The records relate to approximately 6,503 individuals and 5,581 e-Learning individuals as at 30 June 2008 and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **104. PROTECTIVE SECURITY COORDINATION CENTRE: SECURITY IN GOVERNMENT CONFERENCE – DELEGATE/EXHIBITOR/SPONSOR RECORDS**

The records consist of both hardcopy and electronic registration details received from conference delegates/exhibitors/sponsors.

Content may include: name, agency/organisation, designation, product background and business contact details as well as payment processing details.

The records relate exclusively to delegates/exhibitors/sponsors who have attended Security in Government Conferences as part of the Department's ongoing security and education awareness program.

The records are retained indefinitely or until such time as the individual or business entity is no longer interested in receiving information about future conference events. The records are updated annually in the lead up to conference.

None of the information concerning conference delegates is disclosed to a third party. Information concerning sponsors/exhibitors is disclosed, with consent, in the conference program.

Individuals or business entities can obtain information regarding access to their personal information by contacting the Business Management Unit, Phone (02) 6250 6752.

Electronic records are stored on the Departments main server.

*Location: Offices of the Attorney-General's Department*

#### **105. PROTECTIVE SECURITY COORDINATION CENTRE: OFFICE HOLDER PERSONAL INFORMATION**

The purpose of these records is to record information about Australian Office Holders for the purpose of developing and implementing protective and personal security measures.

Content may include: name, residential and work addresses, appointment held, residential and work telephone numbers (including undisclosed private lines), gender and marital status.

The personal information on these records relates to the Prime Minister, Governor-General, ministers, parliamentary secretaries, former prime ministers and governors-general, and any other member of parliament requiring either short or long term protective or personal security.

The following agency staff have access to this information: designated employees in the Security Coordination Branch, Protective Security Coordination Centre.

Some of the information may be disclosed to the members of the Australian Protective Service, jurisdictional police and physical security management consultants contracted to the Protective Security Coordination Centre to implement physical security at offices and private residences of Australian Office Holders.

The records are kept for the duration of the individual's term of office or identified period of risk.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Assistant Secretary, Security Coordination Branch, PSCC, Phone: (02) 6250 5301.

The records are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **106. PROTECTIVE SECURITY COORDINATION CENTRE: NATIONAL VISITS MEDIA CARD (NVMC) APPLICATION FORMS**

These records provide information about applicants for National Visits Media Cards (NVMCs). The NVMC identifies holders as bone fide media with a legitimate interest in covering visits by foreign dignitaries, including temporary cards issued to foreign media.

Under Section A of the NVMC Application, contents may include: the applicant's name, position, organisation, length of time with organisation, address and contact details, date and place of birth, gender, staff or press card number, signature and passport quality colour photographs.

Under Section B of the NVMC Application, contents may also include: the sponsoring media organisation's news editor or chief of staff (or equivalent position) name, position, organisation, address and contact details, and signature.

Under the NVMC system, applications are lodged through Australia Post Corporate and KeyPOST outlets (approximately 880 outlets throughout Australia). Under Section C of the application form, applicants are required to complete a 100 point identity authentication check. The notated application form and photographs are forwarded to the KeyPOST Service Centre in Melbourne where the bone fides of media organisation and applicant are checked. Section C of the application form are retained by the KeyPOST Service Centre and stored under secure conditions and in accordance with the requirements of the *Privacy Act*.

Sections A and B of the applications are then be forwarded to the PSCC for processing. The information is stored under secure conditions, in accordance with the requirements of the *Privacy Act*, and access is limited under the need-to-know principle.

The following agency staff have access to this information: members of the PSCC, staff processing the applications and line management, as required.

The records are retained indefinitely or until such time as the business requirements to retain the information has passed. Where there is no business requirement to keep the information, statistical information will be collected, and the personal information will then be destroyed by an appropriate method.

Basic information name, position, organisation, state, photograph, and card expiry date is disclosed to the relevant state / territory police and protocol officers under normal security coordination arrangements.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Security Coordination Branch, PSCC, Phone: (02) 6250 5301.

Approximately 1,797 applications for a NVMC are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **107. PROTECTIVE SECURITY COORDINATION CENTRE: NATIONAL VISITS MEDIA CARD (NVMC) APPLICATION FORMS (PREVIOUS MEDIA PASSES)**

These records provide information about applicants for previous Media Passes. The NVMC identifies holders as bone fide media with a legitimate interest in covering visits by foreign dignitaries and major events, including temporary cards issued to foreign media.

Under Section A of the NVMC Application, contents may include: the applicant's name, position, organisation, length of time with organisation, address and contact details, date and place of birth, gender, staff or press card number, signature and passport quality colour photographs.

Under Section B of the NVMC Application, contents may also include: the sponsoring media organisation's news editor or chief of staff (or equivalent position) name, position, organisation, address and contact details, and signature.

Under the NVMC system, applications are lodged through Australia Post Corporate and KeyPOST outlets (approximately 880 outlets throughout Australia). Under Section C of the application form, applicants will be required to complete a 100 point identity authentication check. The notated application form and photographs will be forwarded to the KeyPOST Service Centre in Melbourne where the bona fides of the media organisation and applicant will be checked. Section C of the application form will be retained by the KeyPOST Service Centre and stored under secure conditions and in accordance with the requirements of the *Privacy Act*.

Sections A and B of the applications will then be forwarded to the Protective Security Coordination Centre for processing. The information is stored under secure conditions, in accordance with the requirements of the *Privacy Act*, and access is limited under the need to know principle.

The following agency staff have access to this information: members of the PSCC, staff processing the applications and line management, as required.

The records are retained indefinitely or until such time as the business requirements to retain the information has passed. Where there is no business requirement to keep the information, statistical information will be collected, and the personal information will then be destroyed.

Basic information including name, position, organisation, state, photograph, and card expiry date is disclosed to the relevant state / territory police and protocol officers under normal security coordination arrangements.

Individuals can obtain information regarding access to their personal information by contacting the Assistant Secretary, Security Coordination Branch, PSCC, Phone: (02) 6250 5301.

Under previous Media Passes issued, records relate to approximately 10,565 individuals (up to December 2005) and are stored on paper and electronic media. Approximately 270 new visit specific cards have been produced and are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **108. PROTECTIVE SECURITY COORDINATION CENTRE: CALLS MADE TO THE NATIONAL SECURITY HOTLINE**

The purpose of these records is to record details of requests for information about the Government's anti-terrorism arrangements, comments on the Government's National Security Campaign, and information provided regarding possible suspicious activity relevant to national security.

Content may include: name, address, telephone number, occupation, and gender of caller (although many callers choose to remain anonymous, or may only give partial details). The information provided by the caller may include name, address, vehicle details and other identifying information regarding a person or persons engaged in possible suspicious activity.

Sensitive content may include: physical or mental health, disabilities, sexual life, racial or ethnic origin, criminal convictions, criminal intelligence, religious affiliations, political affiliations, relationship details and any other type of information dependent on the individual case.

The personal information on these records relates to complainants, inquirers, persons of interest, witnesses and authorised agents.

The following agency staff have access to this information: Senior Executives of the Department, and call centre operators and managers within the Protective Security Coordination Centre.

The records are kept between three years and permanently, depending on the nature of the case.

This information is not usually disclosed to other persons or organisations, other than, where appropriate, to law enforcement and security agencies.

Individuals can obtain information regarding access to their personal information by contacting the Freedom of Information contact officer in Attorney-General's Department.

The records relate to in excess of 20,000 individuals and are kept on electronic media.

*Location: Offices of the Attorney-General's Department*

**109. PROTECTIVE SECURITY COORDINATION CENTRE: CALLS MADE TO THE PSCC WATCH OFFICE**

The purpose of the Watch Office log is to record details of national security incidents, other relevant information and agency action.

Content may include: name, address, date of birth, occupation, gender, vehicle registration numbers, licence numbers, marital status, names and status of partners or relatives and any other type of information dependent on the individual case.

Sensitive content may include: physical or mental health, disabilities, racial or ethnic origin, criminal convictions, criminal intelligence, religious affiliations, political affiliations, relationship details and any other type of information dependent on the individual case.

The personal information on these records relates to complainants, respondents, witnesses and authorised agents.

The following agency staff have access to this information: Senior Executives of the Department and senior staff of the Watch Office.

The records are kept between three years and permanently, depending on the nature of the case.

This information is not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Freedom of Information contact officer in the Attorney-General's Department.

The records relate to in excess of 1,000 individuals and Watch Office contacts (names, phone numbers and organisations), and are kept on electronic media.

*Location: Offices of the Attorney-General's Department*

**110. PROTECTIVE SECURITY COORDINATION CENTRE: DIPLOMATIC AND CONSULAR CORPS PERSONAL INFORMATION**

The purpose of these records is to maintain information about the Diplomatic and Consular Corps for the purpose of developing and implementing protective and personal security measures in the event that the threat to particular missions increases at short notice.

Content may include: name, residential and work addresses, appointment held, residential and work telephone numbers (including undisclosed private lines), spouse detail.

The personal information on these records relates to Diplomatic and Consular Heads of Mission and their diplomatically accredited and locally engaged staff (the latter only when provided by the mission).

The following agency staff have access to this information: designated employees in the Security Coordination Branch and staff of the PSCC Watch Office.

The records are kept on diplomatic lists produced by Department of Foreign Affairs and Trade and on paper media.

The records are kept for the individual's term of posting. The records relate to approximately 1000 individuals.

The personal information contained in these records may be disclosed to authorised members of the Australian Protective Service or jurisdictional police services.

Individuals can obtain information regarding access to personal information in this class of records by contacting PSCC, Phone: (02) 6250 5356.

*Location: Offices of the Attorney-General's Department*

**111. PROTECTIVE SECURITY COORDINATION CENTRE: COUNTER-TERRORISM BRANCH (CTB): RECORDS RELATING TO GOVERNMENT AND NON-GOVERNMENT PARTICIPATION IN ACTIVITIES UNDER THE AUSPICES OF THE NATIONAL COUNTER-TERRORISM COMMITTEE (NCTC)**

The purpose of these records is to facilitate course administration as well as contact and communications with organisations and persons that participate in the activities organised by the CTB on behalf of the NCTC. These activities consist of training courses, exercises and meetings.

Content may include: phone numbers, email addresses, physical addresses and postal addresses.

Sensitive content may include: special dietary and meeting requirements, the level of security clearance held, unlisted or private telephone numbers, banking details.

The personal information on these records relates to persons who attend and /or participate in activities conducted under the auspices of the NCTC.

The following agency staff have access to this information: Departmental employees who are involved in organising the NCTC activities.

The records are kept indefinitely by virtue of paper files being archived and the Department's backing up of electronic data.

The records are kept on paper and/or electronic media.

The personal information contained in these records is not usually disclosed with the exception of the names and affiliations of persons attending and participating in NCTC activities.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Counter-Terrorism Branch, Phone: (02) 6250 5320.

The records relate to upwards of 5000 persons.

*Location: Offices of the Attorney-General's Department.*

#### **112. PROTECTIVE SECURITY COORDINATION CENTRE: DEPARTMENTAL SECURITY UNIT – PERSONAL SECURITY FILES**

The purpose of these records is to record information about personnel being assessed for a security clearance. These records can be for employees of the Attorney-General's Department (AGD) and private contractors engaged by the AGD requiring security clearances.

Content may include: name, place and date of birth, spouse/partner, addresses, overseas travel undertaken, AGS number (if applicable), parents' details, financial details, details of persons living with them over the age of 18, membership of clubs and associations, interview reports and third party checks.

Records are kept on each individual being processed for a security clearance.

The following agency staff have access to this information: only AGD employees that have a genuine requirement to access these records have access. There are occasions when external investigators and/or the AFP may be given access to the information. The access is granted within the guidelines outlined in the Privacy Act.

The records are kept permanently unless transferred to another department upon the receipt of a signed 'consent to release personnel security file form' from the requesting department.

Individuals can obtain information regarding their personal details by contacting the Departmental Security Unit (DSU) on (02) 6250 5330. The DSU removes any information from a person's file that may have been provided by a 'third' party. A file note is placed on the file if a person has requested access to their personal information.

*Location: Offices of the Attorney-General's Department*

#### **113. PROTECTIVE SECURITY COORDINATION CENTRE: UNITED NATIONS DISASTER ASSESSMENT AND COORDINATION TEAM**

The purpose of these records is to maintain up to date contact details for Australian UNDAC team members. The UNDAC Team is a team of experienced international emergency managers from around the world who can be called on at any time to deploy in small numbers to assist UN and local emergency managers in major disasters. A reaction time of less than 6 hours is sought and team members are expected to be self-supporting in the early days of a response. The UNDAC system is maintained by the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) in Geneva.

Content may include: name, agency, designation, telephone numbers for business and out of hours contact, fax numbers and email and postal addresses

Sensitive content may include: Personal contact details, details relating to high profile individuals.

The personal information on these records relates to members of the Australian UNDAC team.

The following agency staff have access to this information. Senior EMA employees, staff working in the EMA IMF including the 'out of hours' duty manager and AGDCC staff. The personal information contained in these records may be disclosed to EMA, AGDCC and AusAID employees.

The records are kept for as long as they are current, details are updated periodically (usually every 3 months) by AusAID.

The personal information contained in these records may be disclosed to: EMA and AusAID employees as required.

Individuals can obtain information regarding access to personal information in this class of records by contacting the AGDCC on 1300 00 4644

The records relate to approximately 10 individuals and are kept on paper and electronic media.

Location: Offices of the Attorney-General's Department

#### **114. SECURITY AND CRITICAL INFRASTRUCTURE DIVISION: RECORDS OF ISSUING AND PRESCRIBED AUTHORITY APPOINTMENTS**

The purpose of these records is for the administration of appointments of issuing and prescribed authorities under sections 34AB and 34B of the Australian Security Intelligence Organisation Act 1979 (ASIO Act) and issuing authorities appointed under section 105.2 of the Criminal Code. These records are also used to contact those authorities about the performance of their roles under the ASIO Act or the Criminal Code.

Content may include: name, position, contact details, taxation information, employment history, and appointment documentation.

Sensitive content may include: all information.

The personal information on these records relates to employment in a statutory office.

The following agency staff have access to this information: employees in the Security Law Branch responsible for appointing issuing and prescribed authorities, and employees responsible for arranging for those persons to perform their functions.

The records are kept indefinitely, or as long as the authority consents to the appointment.

The records are kept on electronic and hard copy media (paper files).

The personal information contained in these records may be disclosed to the Australian Security Intelligence Organisation, the Australian Federal Police and the Australian Taxation Office.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Assistant Secretary, Security Law Branch, Phone: (02) 6250 5430.

The records relate to 67 individuals who have consented to and/or been appointed under the ASIO Act and 98 individuals appointed under the Criminal Code. They are kept on paper and electronic media.

Location: *Offices of the Attorney-General's Department*

#### **115. SECURITY AND CRITICAL INFRASTRUCTURE DIVISION: RECORDS RELATING TO GOVERNMENT AND NON-GOVERNMENT PARTICIPATION IN AND MEMBERSHIP OF COMMITTEES, COUNCILS AND ADVISORY GROUPS RELATED TO CRITICAL INFRASTRUCTURE PROTECTION.**

The purpose of these records is to facilitate contact and communications with organisations and persons that participate in the activities of the Trusted Information Sharing Network for Critical Infrastructure Protection (TISN) and other critical infrastructure protection related activities.

Content may include: phone numbers, email addresses, physical addresses and postal addresses.

Sensitive content may include: special dietary and meeting requirements and the level of security clearance held.

The personal information on these records relates to persons who attend and /or participate in fora associated with the TISN and/or critical infrastructure protection.

The following agency staff have access to this information: Departmental employees have access for official purposes.

The records are kept, updated and maintained for as long as necessary.

The personal information contained in these records is not usually disclosed with the exception of the names and affiliations of persons attending and participating in TISN related fora.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Critical Infrastructure Protection Branch, Phone: (02) 6272 7150.

The records relate to an unknown number of persons and are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **116. SECURITY AND CRITICAL INFRASTRUCTURE DIVISION: RECORDS RELATING TO ORGANISATIONS AND PERSONS PARTICIPATING IN THE COMPUTER NETWORK VULNERABILITY ASSESSMENT (CNVA) PROGRAM.**

The purpose of these records is to facilitate contact and communications with organisations and individuals that participate in the CNVA Program.

Content may include: phone numbers, email addresses, physical addresses and postal addresses.

Sensitive content may include: Resumés and other work history related information, qualifications and the level of security clearance held.

The personal information on these records relates to persons who participate in the CNVA Program. Participation in the CNVA Program is on an organisational basis and not an individual basis so the information relates directly to persons nominated by their respective organisations as representatives and contact officers for those organisations.

The following agency staff have access to this information: Departmental employees have access for official purposes.

The records are kept, updated and maintained as determined by the operational requirements of the CNVA Program.

The personal information contained in these records is not usually disclosed with the exception of the names and contact details of persons nominated by their organisations as contact officers in regard to the CNVA Program.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Critical Infrastructure Protection Branch, Phone: (02) 6272 7150.

The records relate to an unknown number of persons and are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **117. SECURITY AND CRITICAL INFRASTRUCTURE DIVISION: COPIES OF WARRANTS REVOCATIONS AND REPORTS**

The purpose of these records is to comply with a statutory requirement. Sections 57 and 59A of the *Telecommunications (Interception and Access) Act 1979* (the Act) require a copy of each warrant issued under Part 2-5 of the Act and of each revocation of a warrant to be sent to the Secretary of the Department. Sections 81A, 81C and 81D of the Act require the Secretary of the Department to maintain a General and a Special Register of Warrants recording certain particulars (including personal information) of each warrant issued and to

submit them to the Attorney-General quarterly. Sections 35 and 94 of the Act require a report on the effectiveness of each warrant to be submitted to the Attorney-General.

The Telecommunications and Surveillance Law Branch holds those copies of warrants and revocations on behalf of the Secretary, as well as copies of each of the quarterly parts of the Registers which have been submitted to the Attorney-General.

Warrants issued under the Act contain the name of the person in respect of whom the warrant has been issued, telecommunications service numbers and associated addresses and, if available, the names of subscribers of telecommunications services, the interception of which particular warrants authorise. Warrants are issued in relation to telecommunications services which may be used by a person suspected of involvement in one or more of the specific serious offences listed in the Act. The mere appearance of a person's name on a warrant associates that person with an investigation of a serious offence, although a subscriber to a telecommunications service is not necessarily the person under investigation.

The General and Special Registers of Warrants, and reports on the effectiveness of warrants, contain the same information.

Warrants, reports and the General and Special Registers of Warrants are therefore records containing personal information of extreme sensitivity.

The following agency staff have access to this information: employees in the Telecommunications and Surveillance Law Branch, senior staff of the Department and the Attorney-General.

The personal information cannot be disclosed to anyone outside the Telecommunications and Surveillance Law Branch except to those authorised under the Act to receive it. For the purposes of the Act, the information contained in a warrant is 'interception warrant information' and section 63(2) prohibits anyone from disclosing such information unless expressly authorised by another provision of the Act. Individuals who are prosecuted for an offence may be notified of the existence of a relevant warrant. Otherwise individuals cannot have access to information about warrants because of section 63(2) of the Act.

These records are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

#### **118. SECURITY AND CRITICAL INFRASTRUCTURE DIVISION: RECORDS OF ISSUING AUTHORITIES, ELIGIBLE JUDGES AND ADMINISTRATIVE APPEALS TRIBUNAL MEMBERS**

The purpose of these records is for the administration of appointments of issuing authorities, eligible judges and Administrative Appeal Tribunal members under sections 6D, 6DA and 6DB of the Telecommunications (Interception and Access) Act 1979.

Content may include: name, position and contact details.

The personal information on these records relates to appointment to a statutory function.

The following agency staff have access to this information: employees in the Telecommunications and Surveillance Law Branch responsible for arranging for those persons to perform their functions, senior staff of the Department and the Attorney-General.

The records are kept indefinitely, or as long as the appointee consents to the appointment.

The personal information contained in these records may be disclosed to: law enforcement agencies and the court or tribunal to which the person is appointed.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Assistant Secretary, Telecommunications and Surveillance Law Branch, Phone: (02) 6250 6610.

The records relate to approximately 246 individuals.

These records are kept on paper and electronic media.

*Location: Offices of the Attorney-General's Department*



#### **119. SECURITY AND CRITICAL INFRASTRUCTURE DIVISION: RECORDS OF ELIGIBLE JUDGES AND ADMINISTRATIVE APPEALS TRIBUNAL MEMBERS**

The purpose of these records is for the administration of appointments of eligible judges and Administrative Appeal Tribunal members under sections 12 and 13 of the Surveillance Devices Act 2004.

Content may include: name, position and contact details

The personal information on these records relates to appointment to a statutory function.

The following agency staff have access to this information: employees in the Telecommunications and Surveillance Law Branch responsible for arranging for those persons to perform their functions, senior staff of the Department and the Attorney-General.

The records are kept indefinitely, or as long as the appointee consents to the appointment.

The personal information contained in these records may be disclosed to: law enforcement agencies and the court or tribunal to which the person is appointed.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Assistant Secretary, Telecommunications and Surveillance Law Branch, Phone: (02) 6250 6610

The records relate to approximately 93 individuals.

These records are kept on paper and electronic media.

Location: Offices of the Attorney-General's Department

#### **120. SECURITY AND CRITICAL INFRASTRUCTURE DIVISION: COPIES OF WARRANTS, AUTHORISATIONS AND REPORTS**

The purpose of these records is to comply with a statutory requirement. Subsection 49(1) of the Surveillance Devices Act 2004 (the Act) requires a report on each warrant or authorisation issued or given and a copy of each warrant or authorisation to be provided to the Minister as soon as practicable after the warrant or authority ceases to be in force.

The Telecommunications and Surveillance Law Branch holds those reports and copies of warrants and authorisations on behalf of the Minister.

Warrants and authorisations issued under the Act contain records of the name of the person in relation to whom the warrant or authorisation has been issued, associated addresses and/or vehicles and the type of surveillance device used. Warrants and authorisations are issued in relation to a person suspected of involvement in one or more of the specific serious offences listed in the Act.

The following agency staff have access to this information: employees in the Telecommunications and Surveillance Law Branch, senior staff of the Department and the Attorney-General.

The personal information cannot be disclosed to anyone outside the Telecommunications and Surveillance Law Branch except to those authorised under the Act to receive it. For the purposes of the Act, the information relating to and obtained under a warrant or authorisation is 'protected information' and section 45 prohibits anyone from disclosing such information unless expressly authorised under the Act. Individuals who are prosecuted for an offence may be notified of the existence of a relevant warrant or authorisation. Otherwise individuals cannot have access to information about warrants because of subsections 45(1) and 45(2) of the Act.

These records are kept on paper and electronic media.

Location: *Offices of the Attorney-General's Department*

#### **121. TERRITORIES AND NATIVE TITLE DIVISION: INTERNATIONAL LEGAL SERVICES ADVISORY COUNCIL (ILSAC)**

The purpose of these records is to advise the Attorney-General on appointments to the International Legal Services Advisory Council (ILSAC) and matters concerning existing appointees.

Contents may include: names and curricula vitae.

Sensitive contents may include: racial or ethnic origin, relationship details and commercial or financial information.

The personal information on these records relates to persons considered for appointment or appointed to the ILSAC.

The following agency staff have access to this information: employees of the Office of Legal Services Coordination whose duties including dealing with this information and as necessary senior departmental staff, and the Attorney-General and his staff.

The names and brief details of the members of the Council are publicly disseminated by a variety of media.

The records are retained in accordance with the usual legal business practice and statutory requirements and as required by the various Disposal Schedules produced by the Australian Archives.

Individuals can obtain information regarding access to their personal information by contacting the ILSAC Secretariat, Phone: (02) 6250 6212.

The records are stored on paper and electronic media.

*Location: Offices of the Attorney-General's Department*

## **122. TERRITORIES AND NATIVE TITLE DIVISION: PARTICIPATION IN NATIVE TITLE LITIGATION, AGREEMENT-MAKING AND PROGRAMS**

The purpose of these records is to enable the Territories and Native Title Division to perform its functions in relation to the management of native title claims including in the context of native title litigation, in the negotiation of Indigenous Land Use Agreements and in the implementation of native title financial assistance agreements with the States and Territories.

Content may include: genealogical material, name, age, marital status, address, occupation, gender and information about beliefs, laws and customs.

Sensitive information may include: information relating to evidence of traditional laws and customs of indigenous people. This information is culturally sensitive and in some cases subject to court orders regarding disclosure. The information is generally in the form of anthropological reports and other material pertaining to native title determination and compensation applications.

The personal information on these records relates to individuals who have taken legal action to determine if they are holders of native title, or with whom the Government is negotiating about future land use arrangements.

The following agency staff have access to this information: employees of the Territories and Native Title Division involved in the particular claims, agreements and program and relevant support staff, unless subject to court orders regarding disclosure.

This information may be disclosed to solicitors, barristers and expert witnesses engaged by the Department in the particular matters, but is otherwise not usually disclosed to other persons or organisations.

Individuals can obtain information regarding access to their personal information by contacting the Territories and Native Title Division, Phone: (02) 6250 5552.

*Location: Offices of the Attorney-General's Department*

## **123. TERRITORIES AND NATIVE TITLE DIVISION: DETAILS OF APPOINTEES TO PORTFOLIO BODIES**

The purpose of these records is to advise the Minister on appointments to various boards, councils and public offices.

Content may include: name, address, date of birth, marital status, Equal Opportunity information, qualifications, employment history and major achievements remuneration, work address, position, telephone and facsimile numbers and email address.

The personal information on these records relates to current, previous and potential appointees.

The personal information on these records relates to some or all appointees to the following bodies:

Administrator of Norfolk Island  
Christmas Island Casino Surveillance Authority  
Indian Ocean Territories Administrator  
Special Magistrate(s) Jervis Bay Territory  
National Capital Authority  
Northern Territory Administrator  
Office of the Indian Ocean Territories Administration

Some information is also recorded on the Government Boards Reporting System provided to the Department by the Australian Government Office for Women. Statistical information is provided to the Office for Women once a year.

The following persons have access to this information: Minister's Office staff, and Departmental employees.

The records are kept in accordance with the provisions of the Archives Act.

The personal information contained in these records may be disclosed to: the Cabinet, Departments of Finance and Administration and Prime Minister and Cabinet and can form part of media releases when appointments are made.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Privacy Contact Officer on telephone (02) 6250 5693.

The records are kept on paper and electronic media.

#### **124. TERRITORIES AND NATIVE TITLE DIVISION: DEPARTMENTAL GRANTS AND AWARDS – LIST OF RECIPIENTS**

The Department maintains lists of applicants and recipients of grants arranged under the Department's wide range of programs. In many cases the personal information relates to the identity of the contact officers of institutions such as shire councils, community organisations or other commercial concerns.

The purpose of these records is to enable information relevant to the administration of those grant funding programs to be provided, and to enable the Department to ensure that grant funds are properly allocated and used for proper purposes.

Content may include: name, address, place of employment, curricula vitae and in some cases, commercially sensitive financial information.

The following agency staff have access to this information: Departmental officers on a need to know basis.

The records are kept in accordance with the provisions of the Archives Act.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Privacy Contact Officer on telephone (02) 6250 5693.

The records are kept on paper and electronic media.

#### **125. TERRITORIES AND NATIVE TITLE DIVISION: INDIAN OCEAN TERRITORIES ADMINISTRATION**

PO Box 868  
Christmas Island  
Indian Ocean 6298

##### **Personnel Records**

See Appendix 1 (attached below) for a generic description of Personnel Records.

#### **126. TERRITORIES AND NATIVE TITLE DIVISION: INDIAN OCEAN TERRITORIES HEALTH SERVICE RECORDS**

PO Box 865  
Christmas Island  
Indian Ocean 6298

##### **Personnel Records**

See Appendix 1 (attached below) for a generic description of Personnel Records.

### **Medical Records**

The purpose of these records is to maintain a comprehensive hard copy and in some cases, in full or part thereof, electronic records of members of the public (permanent, non-permanent, visitors and tourists) who require treatment by staff of the Indian Ocean Territories Health Service based on Christmas Island or Cocos (Keeling) Islands (West Island and Home Island).

Content may include: [including information which may be considered sensitive by members of the public].

The records may include any one or more of the following:

1. records relating to attendance;
2. medical and dental records;
3. banking details for billing purposes;
4. personal history files;
5. completed questionnaires and personnel survey forms;
6. travel documentation;
7. records relating to personal welfare matters and;
8. next of kin details

### **Other**

The records may include any one or more of the following:

records of accidents and injuries;

1. compensation case files;
2. rehabilitation case files;
3. records relating to legal action files, and any other records as appropriate;
4. complaints and grievances; and

The content of medical records may include: name, address, date of birth, occupation, gender, next of kin and employment history.

Medical records may include information which members of the public may consider sensitive such as: physical and mental health, disabilities, racial or ethnic origin, relationship details and personal financial information.

The following agency staff have access to this information:

1. Permanent full-time, part-time or casual nursing, medical, medical science, dental and administrative team members (limited)
2. Nursing and medical recruitment agency staff.
3. Visiting medical and allied health professionals
4. Information Technology personnel in resolving IT problems

The records are kept on the premises of either the Christmas Island Hospital or the Cocos (Keeling) Islands (West Island and Home Island) remote clinics.

The personal information contained in these records may be disclosed to:

1. Staff engaged in the treatment or management of a member of the public

2. No-one else without the express authority of the Director of Public Health and Medicine or their authorised deputy

Individuals can obtain information regarding access to personal information in this class of records by contacting the Manager of the Indian Ocean Territories Health Service c/- PO Box 865, Christmas Island 6798

The records relate to approximately 1000 current individuals and are kept on the premises of either the Christmas Island Hospital or the Cocos (Keeling) Islands (West Island and Home Island) remote clinics.

The archived records relate to approximately 5000 individuals and are kept on the premises of either the Christmas Island Hospital or the Cocos (Keeling) Islands (West Island and Home Island) remote clinics.

The records are kept in accordance with provisions of the Archives Act.

The records are kept permanently due to requests for health information, and the potential for legal claims resulting from past treatment.

#### **127. TERRITORIES AND NATIVE TITLE DIVISION: INDIAN OCEAN TERRITORIES PROPERTY HOUSING TENANTS' FILES**

The purpose of these records is to record all properties maintenance, rebate application and agency action.

Content may include: name, address, date of birth, occupation, gender, marital status, names and status of partners or relatives, income, bank statement and any other type of information dependent on the individual case.

Sensitive content may include: physical or mental health, disabilities, bank details, income details, employment details, racial or ethnic origin, relationship details and any other type of information dependent on the individual case.

The personal information on these records relates to tenants, partners and other family members details.

The following agency staff have access to this information: Property Manager, senior executives, property officer and maintenance supervisor.

The records are kept permanently and in accordance with provisions of the Archives Act.

The personal information contained in these records may not be disclosed to other persons or organisations.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Property Manager in person or in writing.

The records relate to approximately 400 individuals and are kept on paper files.

#### **128. TERRITORIES AND NATIVE TITLE DIVISION: THE INDIAN OCEAN TERRITORIES POWER AUTHORITY (IOTPA)**

##### **Personnel Records**

See Appendix 1 (attached below) for a generic description of Personnel Records.

##### **Customer Accounts**

IOTPA requires customers to complete an application form for the supply of electricity (or disconnection of supply). The application forms are filed by the IOTPA Customer Service Officer in accordance with departmental policy i.e. secured storage and access based on business needs. Other officers that may have access include the Manager IOTPA and Christmas Island Administration Finance staff.

Details include:

1. Account holder name
2. Address
3. Date of Birth
4. Phone number
5. Drive's Licence Number
6. Next of Kin: Name and relationship
7. Concession card entitlements

IOTPA enters customer details to a database for the purpose of recording account holders, entering electricity consumption and preparing invoices. The database is secured and access is restricted to IOTPA administration and Christmas Island Administration Finance staff.

IOTPA may obtain credit card details for customers closing an account to facilitate payment of a final account after the customer has left the island. These details are hand delivered to the Christmas Island Finance section and not held in IOTPA files.

IOTPA does not handle payment of accounts, that function is handled by Christmas Island Finance section.

IOTPA may receive written correspondence or facsimiles requesting clarification of electricity charges or service fees. These documents and the responses are stored in the customer files.

IOTPA may receive emails regarding electricity charges and fees. Relevant electronic information is stored in secure folders on the Christmas Island Administration servers.

## **129. TERRITORIES AND NATIVE TITLE DIVISION: NORFOLK ISLAND ADMINISTRATION**

The Office performs the role of Commonwealth Government 'shopfront' on behalf of the Norfolk Island community. In performing its functions, the Office has access to personal information provided to it by Norfolk Island residents, which the Office forwards to the relevant Australian Government agency for appropriate action. It is considered that these records are subject to those agencies' requirements and therefore would not need to be listed in AGD's entry to the PID.

The Office also has access to records of the Norfolk Island Administration. However, these are not Attorney-General's or Commonwealth agency records and would not need to be reported through AGD's entry for the PID.

## **130. TERRITORIES AND NATIVE TITLE DIVISION: NORFOLK ISLAND IMMIGRATION APPEALS FILES**

The purpose of these records is to support the Department's advice to the Minister in his/her capacity to review decisions of Norfolk Island Executive Members or delegated officials under s84 Norfolk Island Immigration Act 1980.

Content may include: Names, dates of birth, occupation and business information, marital status, names and status of partners or relatives, physical and mental health status, financial information such as income and assets, court judgement information and any other type of personal information as may be relevant to an individual case.

The personal information on these records relates to individuals who appeal decisions made under the Norfolk Island Immigration Act to the Minister administering the Norfolk Island Act 1979 (Cth).

The Norfolk Island and Northern Territory Section staff have access to this information.

The records are kept in Canberra and are physically secured in security containers and classified files. Some records are also kept electronically. The records are kept in accordance with the provisions of the Archives Act.

The personal information contained in these records may be disclosed to the Minister administering the Norfolk Island Act and the Department's legal advisors.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Privacy Contact officer on (02) 6250 5693

## **131. TERRITORIES AND NATIVE TITLE DIVISION: NORFOLK ISLAND LAND TRANSFER RECORDS**

The purpose of these records is to support the Department's administration of Norfolk Island crown leases and freehold transfer of crown leases.

Content may include: Names, occupation, financial information, business information, property values, rent history and lease conditions.

The personal information on these records relates to individuals who are lessees of crown land on Norfolk Island who have applied to have their leasehold land made freehold under the Norfolk Island Land Initiative

The Norfolk Island and Northern Territory Section staff have access to this information.

The records are kept in Canberra and are physically secured in file containers. Some records are also kept electronically. The records are kept in accordance with the provisions of the Archives Act.

The personal information contained in these records may be disclosed to the Norfolk Island Administration Land Registrar, the Office of the Administrator of Norfolk Island and the Minister administering the *Norfolk Island Act 1979* (Cth) where necessary and appropriate.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Privacy Contact officer on (02) 6250 5693

### **132. TERRITORIES AND NATIVE TITLE DIVISION: RECORDS FOR THE ADMINISTRATION OF JERVIS BAY TERRITORY**

The purpose of the records is to assist in the administration of Jervis Bay Territory.

Content may include: personal information such as date of birth, address, occupation, details of convictions and court judgements, motor vehicle driver licence and registration details, billing details, partner and relatives' details, financial information. The records include: Magistrate's Court records; Leases – housing and land; Electricity and water customer information; Motor Vehicle registry – licence and registration records; dog registration; and records containing

The personal information on these records relates to the residents of Jervis Bay Territory.

The staff of the Department's Jervis Bay section have access to this information. The records are kept in accordance with the provisions of the Archives Act.

The personal information contained in these records may be disclosed to other Attorney-General's Department staff, ACT Government agencies and the Australian Federal Police, where appropriate and allowable.

Individuals can obtain information regarding access to personal information in this class of records by contacting the Privacy Contact officer on (02) 6250 5693

The records relate to approximately 700 individuals and are kept on electronic and paper media.

# **APPENDIX 1**

## **PERSONNEL RECORDS**

Due to the commonality of these classes of records between agencies, they have been grouped in one entry. This necessarily reduces the amount of detail provided. Current and former employees can obtain details of specific agency record handling practices by contacting personnel staff in that agency.

It should not be assumed that all records described are kept in a common storage facility. Separate security arrangements will typically apply, depending on the sensitivity of the information.

The purpose of these records is to maintain employment history and payroll and administrative information relating to all permanent, contract and temporary staff members and employees of an agency.

### **Personnel and payroll**

The records may include any one or more of the following:

- (1) records relating to attendance and overtime;
- (2) leave applications and approvals;
- (3) medical and dental records;
- (4) payroll and pay related records, including banking details;
- (5) tax file number declaration forms;
- (6) declarations of pecuniary interests;
- (7) personal history files;
- (8) performance appraisals, etc;
- (9) records relating to personal development and training;
- (10) trade, skill and aptitude test records;
- (11) completed questionnaires and personnel survey forms;
- (12) records relating to removals;
- (13) travel documentation;
- (14) records relating to personal welfare matters;
- (15) contracts and conditions of employment;
- (16) EEO Data; and
- (17) next of kin details.

### **Recruitment**

The records may include any one or more of the following:

- (1) recruitment records and dossiers;
- (2) records relating to relocation of staff and removals of personal effects; and



- (3) records relating to character checks and security clearances.

#### Other

The records may include any one or more of the following:

- (1) records of accidents and injuries;
- (2) compensation case files;
- (3) rehabilitation case files;
- (4) records relating to counselling and discipline matters, including disciplinary, investigation and action files, legal action files, records of criminal convictions, and any other staff and establishment records as appropriate;
- (5) complaints and grievances; and
- (6) recommendations for honours and awards.

Contents of personnel records may include: name, address, date of birth, occupation, AGS number, gender, qualifications, equal employment opportunity group designation, next of kin, details of pay and allowances, leave details, work reports, security clearance details and employment history.

Sensitive contents of personnel records may include: physical and mental health, disabilities, racial or ethnic origin, disciplinary investigation and action, criminal convictions, adverse performance and security assessments, tax file numbers, relationship details and personal financial information.

Personal information on personnel records relates to current and former staff members and employees including contract and temporary staff.

The following agency staff have access to personnel records: executive and senior personnel management staff, supervisors and members of selection committees (if appropriate), the individual to whom the record relates and, as is appropriate, personnel staff, security officers and case managers.

Personnel records are kept according to the applicable provisions of the General Disposal Authority for staff and establishment records issued by Australian Archives.

Information held in personnel records may be disclosed, as appropriate, to: Comcare, Commonwealth Medical Officers, Attorney-General's Department, Australian Public Service Commission, ComSuper and other superannuation administrators, Australian Taxation Office, and the receiving agency following movement or re-engagement of an employee.

Individuals can obtain information regarding access to their personal information by contacting the personnel section of the employing agency.

Records relate to all current and former employees of an agency and are stored on paper, microfiche and electronic media.

Location: the appropriate Central, State, regional office of the employing agency.