



COMMONWEALTH OF AUSTRALIA

INTERNATIONAL TRANSFER OF PRISONERS ACT 1997

Form G: Collection, Use and Disclosure of Personal Information

The purposes of this form are to:

- inform you about the information about you that will be collected and how that information will be treated by the Attorney-General's Department, the Attorney-General and the Minister for Justice.
- seek your consent to the collection, use and disclosure of your personal information, and
- allow you to nominate personal representatives to whom your personal information may be disclosed.

The *Privacy Act 1988* (Cth) governs the Australian Government's handling of personal information. The Act contains 13 Australian Privacy Principles that deal with the collection, use, disclosure, protection and amendment of, and access to, personal information collected by the Government. Any Commonwealth employee who wrongfully discloses personal information may be subject to sanctions under the *Crimes Act 1914* (Cth) and the *Public Service Act 1999* (Cth).

Please read all of the information contained in this form before completing the declaration at section 4. If you do not wish your personal information to be collected, used and disclosed in the manner described below you may decline to sign the declaration and choose instead to either withhold or withdraw your application for transfer.

1 *What information is collected, used and disclosed?*

The following personal information may be collected, used or disclosed by the Attorney-General's Department, the Attorney-General and the Minister for Justice for the purposes of processing your application for prisoner transfer under the ITP Scheme, and keeping people informed about your case:

- the information contained in your application form
- your corrections details and sentence information including sentencing reports, police statement of facts and warrant of commitment
- your immigration or citizenship status
- information about your criminal history including criminal records in Australia and overseas
- information about any law enforcement activities involving you in Australia or overseas
- medical or mental health records including hospital reports and prison reports on your physical and psychiatric health
- court transcripts from your case in all relevant courts
- behavioural and program reports including drug and alcohol reports, any courses you have undertaken in prison and any incidents or disciplinary actions in prison, and
- information about the progress of your application.

The collection by the Attorney-General's Department, the Attorney-General and/or the Minister for Justice of the personal information described above is required or authorised by the *International Transfer of Prisoners Act 1997* (Cth) to the extent that that information relates to the processing of your application for transfer.

2 *Who will information be provided to and collected from?*

The Attorney-General's Department, the Attorney-General and the Minister for Justice may disclose the information to or collect the information from:

- the Minister for Immigration
- the Minister in the Australian State or Territory you wish to transfer to or from
- correctional services in the Australian State or Territory you wish to transfer to or from, and
- agencies or people responsible for administering the ITP Scheme in the country you wish to transfer to or from.

Disclosure of your personal information to, and collection from, the people and agencies listed above is required or authorised by the *International Transfer of Prisoners Act 1997* (Cth) and regulations made under that Act.

The Attorney-General's Department, the Attorney-General and the Minister for Justice may provide some or all of the information collected to:

- the Department of Foreign Affairs and Trade
- the Department of Immigration and Border Protection
- Commonwealth and/or State or Territory Directors of Public Prosecutions
- the Australian Federal Police
- police services in the Australian State or Territory you wish to transfer to or from, and/or other Commonwealth, State or Territory law enforcement and/or intelligence agencies.
- agencies or people involved in facilitating your physical transfer
- court personnel
- health authorities in the Australian State or Territory you wish to transfer to or from, and
- community services authorities in the Australian State or Territory you wish to transfer to or from

Any information that the Attorney-General's Department, the Attorney-General or the Minister for Justice collects from, or discloses to, the agencies and people listed above will be collected or disclosed for the purpose of processing your application or keeping them informed about your case.

3 *Personal representatives*

You may nominate additional people to whom the Minister for Justice, the Attorney-General and the Attorney-General's Department can disclose your personal information including information about the progress of your application for transfer. Please ensure that you list below the details of any family members, friends or legal representatives you wish to have access to information about your application. If necessary, you may restrict the information that can be provided to your personal representatives in section 3.2 below.

3.1 Please list personal representatives with whom you consent to the Minister for Justice, the Attorney-General and the Attorney-General's Department discussing your transfer. You should try to seek the agreement of anyone you nominate below before providing us with their contact details.

Name: _____

Relationship: _____

Address: _____

Phone number: _____

Email: _____

Name: _____

Relationship: _____

Address: _____

Phone number: _____

Email: _____

Name: _____

Relationship: _____

Address: _____

Phone number: _____

Email: _____

3.2 Is there particular information that you do not wish to be shared with one or more of your personal representatives? Yes No

If yes, please detail the particular information and the personal representative(s) to whom you do not want the information disclosed.

4 Declaration

I understand that the Attorney-General's Department will handle my personal information in accordance with the *Privacy Act 1988* (Cth).

I understand that the collection, use and disclosure of my personal information by the Attorney-General's Department, the Attorney-General and the Minister for Justice is for the purpose of processing my application for transfer under the ITP Scheme and/ or informing relevant agencies and people about my prisoner transfer case.

I consent to my personal information being disclosed to, and collected from:

(a) the personal representatives listed above in section 3.1 of this form, subject to the limitations I have recorded at section 3.2, and

(b) the departments, agencies and persons listed in section 2 of this form.

Name: _____

Signature: _____ Date: _____

Name of witness: _____

Signature: _____

To return this form or ask for further information, please contact:

International Transfer of Prisoners Unit
International Crime Cooperation Division
Attorney-General's Department
3-5 National Circuit
BARTON ACT 2600
AUSTRALIA