

CrimCheck General Information

GENERAL INFORMATION REGARDING THE CONSENT TO OBTAIN PERSONAL INFORMATION - THE NATIONAL CRIMINAL HISTORY RECORD CHECK

General Information

This document is used by the Monash Volunteer Resource Centre ("the Centre") as part of an assessment process to determine a person's suitability for engagement as a volunteer or paid employment. Particular attention is required for organisations that are working with clients who may be frail and elderly or younger people with disabilities. The information contained in this document is provided to inform you of all relevant details so that you have a full understanding of the purpose of the national criminal history record check (NCHRC). It should be read prior to completing the NCHRC Police Check Request & Identity Check Form.

The information provided on this Form and any information received by the Centre in the assessment process will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability, unless:-

- **Statutory obligations require otherwise;**
- **Further consent is obtained from you clearly stating the purpose of the use of the information.**

Criminal History Record Checks

National criminal history record checks are an important part of the assessment of your suitability for employment or involvement as a volunteer. The Centre will forward information extracted from this Form to the CrimTrac Agency, other Australian police services or other law enforcement agencies, and you are asked to consent to these agencies:

- a) disclosing information from their own records to the Centre; and/or
- b) accessing the records of other law enforcement agencies that in turn will be disclosed to the Centre.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Spent Convictions Schemes

Victoria Police Information Release Policy

For the purposes of employment, voluntary work or occupation-related licensing/registration, Victoria Police may restrict the release of a person's police record according to the Victoria Police "Information Release Policy". If you have a police record with Victoria Police, the Policy may take into account the age of the record and the purpose for which the information is being released. If ten years have elapsed since you were last found guilty of an offence in Victoria, Victoria Police will, in most instances, advise that you have no disclosable court outcomes. However, a record over ten years may be released:

- if it includes a term of imprisonment longer than 30 months;
- if it includes a serious violent or sexual offence and the records check is for the purpose of working with children, elderly or disabled people;
- if it is in the interests of crime prevention or public safety

Findings of guilt without conviction and good behaviour bonds may be released. Recent charges or outstanding matters under investigation that have not yet gone to Court may also be released.

Victoria Police does not conduct records checks on persons aged 16 years or under for release to a third party.

Other Australian police services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will not be released unless the records check is for the applicant's personal information only and provided that this is in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

Part VIIC of the Commonwealth *Crimes Act 1914* deals with aspects of the collection, use and disclosure of old conviction information. The main element of this law is a "Spent Convictions Scheme". The aim of the Scheme is to prevent discrimination on the basis of certain previous convictions once a waiting period (usually 10 years) has passed and provided the individual has not re-offended during this period. The Scheme also covers situations where an individual has had a conviction "quashed" or has been pardoned. If you would like further details regarding which offences are specifically excluded, feel free to ask the interviewer. If you have internet access, the Act can be accessed via the Federal Government website www.comlaw.gov.au and searching for Crimes Act 1914.

Provision of False or Misleading Information

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

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merits; hence it is in your interests to provide full and frank details on the Form.

Proof of Identity — 100 Point Check

Before the Centre can undertake a NCHRC on your behalf, the Centre must verify your identity. A minimum of two * types of identification are required (see examples below). **Only one 70 point document can be used.** The documents must total at least 100 points in order for the police check to be processed.

Identity Proofs		Identity Proofs	
Passport	70 points	Vic Government 'Working with Children' card	25 points
Birth Certificate	70 points	Telephone account	25 points
Citizenship Certificate	70 points	Medicare Card	25 points
ID Card issued to a public employee	40 points	The records of a public utility e.g. gas or electricity	25 points
Licence issued under a law e.g. Driver's Licence, Firearms Licence	40 points	ID card issued by an employer showing applicant's name only	25 points
ID card issued by a the Commonwealth, a State or Territory as evidence of the person's entitlement to a financial benefit	40 points	Entry in Telstra telephone directory verified by contact with the applicant at that number	25 points
Centrelink Card	40 points	Council rates notice	25 points
ID card issued to a student at a tertiary education institution	40 points	Credit/Debit card or passbook (one per financial institution)	25 points
Letter from a rating authority e.g. land rates	35 points	Foreign driver's licence or foreign Govt ID card	25 points
ID card issued by employer showing name & address of applicant	35 points	Membership card – club, union, professional body or Seniors Card	25 points
Letter from employer within last two years showing applicant's name and address	35 points	Keypass Card	25 points
Records from Land Titles Office	35 points	Companion Card issued by DVC in Victoria	25 points

* An applicant who can provide a 70 point document together with a 40 or 35 point document will have met the 100 point requirement with these two documents. If a 70 point document is not available, a minimum of three lower rated documents are required.

Privacy Statement

The Centre's funding agreements require the collection of data about our consumers and volunteers. This information cannot be identified as belonging to you as it becomes statistical data, and is always treated as strictly confidential.

No direct information is released by the Chief Executive Officer unless you agree verbally or in writing.

Your information is protected by Privacy law, secured in a safe location with limited access to staff. The agency does not comment on or pass on information of a personal nature to anyone without your consent.

You can request access to or a copy of your information at any time by simply contacting the Chief Executive Officer Ph: 9562 0414

What is the Process once the Police Check is received?

If NO issue has been raised by any of the reporting bodies, the Centre will email an advice to the originating agency that there has been a change to the status of your police check. On reviewing your police check, the status will have changed from 'Pending-All States' to 'Clear-All States'. The reference number supplied will be retained to confirm your clearance.

If an issue has been raised, the Centre will contact you directly to discuss the available options. No details will be provided to the originating agency. The originating agency will not be able to engage you without this clearance.