

Policy and Procedure Register updates – Summary of changes to: Criminal history check procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>Information and Technologies Branch Information Security team have reviewed the Criminal History Check (CHC) process and advised that the department not store CHC identification in a pro-active step to reduce the risk of possible data breaches.</p> <p>The CHC procedure has been updated to require hiring managers to sight original identification documents during the recruitment process and no longer collect electronic copies of these documents.</p>		
2. Summary of changes		
<p>Hiring managers will now sight the required identification and verify them before confirming this via the submission to the Recruitment and Employment Review team.</p> <p>Hiring managers will also advise applicants of this when they are discussing the criminal history checks.</p>		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page #
Hiring Manager	Will sight original identity documents and verify them.	Pages 5 and 6 of updated procedure
4. Communication and support for implementation		
<p>Recruitment and Employment Review will continue to discuss with hiring managers, further communication will also be facilitated as required. Additionally, these changes will be included as part of a wider communication strategy promoting the transition of CHC process to ServiceNow.</p>		
For further assistance, please contact:		
<ul style="list-style-type: none"> Policy/procedure contact: Recruitment.HR@qed.qld.gov.au 		