

## Policy and Procedure Register updates – Summary of changes to:

### Disclosing personal information to law enforcement agencies procedure

<b>1. Reason for new/updated policy or procedure</b> (select all that apply)		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input checked="" type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
<p>The <i>Disclosing personal information to law enforcement agencies procedure</i> has undergone periodic routine review. The updates streamline the process for sharing information with a law enforcement agency (LEA) and also reflect changes to the Director-General's authorisations under the <i>Information Privacy Act 2009</i>.</p>		
<b>2. Summary of changes</b>		
<ul style="list-style-type: none"> <li>The procedure more clearly outlines the purposes for which information can be shared with a LEA, including by referencing a new attachment which summarises the information sharing provisions in a table.</li> <li>The process section has been streamlined into two sections.</li> <li>Four information sharing forms have become one form.</li> <li>Certain information can now be shared by email instead of the form.</li> <li>References to authorised officers have been removed, following the Director-General's authorisations under the <i>Information Privacy Act 2009</i> being revoked. Any departmental employee in the course of their duties can share <b>non-student</b> personal information with a LEA if it is necessary for the prevention or investigation of a crime (Information Privacy Principle 11(1)(e)(i)).</li> <li>A related provision of the <i>Information Privacy Act 2009</i> (Information Privacy Principle 11(1)(c)) has been included in the procedure. This allows any departmental employee in the course of their duties to share <b>non-student</b> personal information with a LEA to prevent a risk to life, health or safety.</li> <li>Only delegated officers can share <b>student</b> personal information with a LEA for the purposes outlined in the <i>Education (General Provisions) Act 2006</i> – this has not changed.</li> </ul>		
<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way</i> ?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, select the type of change: (select all that apply)		
<input checked="" type="checkbox"/> Revised responsibilities <input checked="" type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
All departmental employees	Director-General authorisations to share non-student personal information under the <i>Information Privacy Act 2009</i> have been revoked. All departmental employees in the course of their duties can share non-student personal information for the purposes (and	1

	in accordance with the processes) outlined in the procedure.	
	Must consider human rights as part of decision making.	2
Director-General or delegated officers of the Director-General	Use one form to share information.	3
	Certain (limited) information can be shared by email.	3

#### 4. Communication and support for implementation

Communications to employees about updates to the procedure will take place through OnePortal News and ConnectED. The Principal Advisors, Student Protection are available to support staff with questions about sharing information with LEAs.

**For further assistance, please contact:**

- the regional Principal Advisor, Student Protection. Departmental staff can access the Principal Advisors' direct contact details on [OnePortal](#).