



Privacy statement

Protecting your information

Personnel Screening Unit

The Department of Education's [Personnel Screening Unit](#) is an accredited agency endorsed by the [Australian Criminal Intelligence Commission \(ACIC\)](#) to access the National Police Checking Service. Our screening unit ensures the probity of employees, contractors and volunteers through criminal history screening procedures and the review of information from the Australian Criminal Intelligence Commission, Western Australia Police Force, and other sources as required. Decisions about the suitability of personnel for clearance are guided by the Department's [Criminal Convictions Suitability Criteria](#).

Protecting your privacy

We take your privacy seriously and will only collect, hold, use and disclose your personal information in accordance with the [Privacy Act 1988](#) and manage your information in accordance with the Department's [Records Management policy and procedures](#).

We are further bound by strict requirements regarding the use and storage of personal information, including copies of identification documents used to verify your identity, as part of a:

- formal Agreement with the Australian Criminal Intelligence Commission
- Memorandum of Understanding with the Australian Government's [IDMatch](#) service.

This is consistent with the Privacy Act and the [Australian Privacy Principles](#).

Our employees are trained in the importance of confidentiality and maintaining the privacy and security of your information. Access to your personal information is restricted to authorised persons who are employees who need it to provide services to you.

We expect our employees to maintain high standards in the management of your information. In practice, this means our employees:

- properly record actions and decisions to ensure transparency and accuracy
- securely store records and confidential information
- comply with the relevant Department policies and procedures.

We only use official information for authorised purposes. We will:

- only disclose official information or documents as required by law or where proper authorisation is given
- not misuse official information or documents for personal or commercial gain for themselves and/or others.

Storage of personal information (and the disposal of information when no longer required) is managed in accordance with the Australian Government records management regime, including the [Archives Act 1983](#), Records Authorities and General Disposal Authorities.

Electronic and paper records containing personal information are protected in accordance with Australian Government security policies. This ensures your personal information is held securely.

To help protect the privacy of data and personal information we collect and hold, we maintain physical, technical and administrative safeguards. We update and test our security technology on an ongoing basis.

Our screening unit has a formal agreement with the Australian Criminal Intelligence Commission in relation to the accessing of Criminal History Information (CHI). The screening unit uses this CHI, also known as Disclosable Court Outcomes (DCOs), to make an assessment as to the suitability of an applicant who may be seeking employment or volunteer placement in a Department of Education school or other worksite.

We collect information such as full legal name, all previous names, date and place of birth, address (current and previous 5 years), telephone number, identification details (such as Passport number and Driver's Licence number, if provided), and the reason or purpose for the Nationally Coordinated Criminal History Check, and/or the role or job the person will undertake. This information is electronically entered by the applicant directly into our Criminal Record Information System (CRIS).

CRIS complies with the strict ICT environment safeguards stipulated by the ACIC. Additionally, CRIS has met stringent ICT penetration testing requirements and has been deemed safe from ICT vulnerabilities from external sources.

We obtain information from the ACIC which is restricted to our screening unit employees, and, in cases of serious CHI, our Screening Committee. The Screening Committee's role is to make decisions on a person's overall suitability and whether a criminal record clearance will be granted.

Identity verification services

We use the [IDMatch](#) service provided by the Australian Government to verify select items of identification. We are an approved organisation to use the IDMatch service, and comply with strict [privacy and security](#) requirements in relation to the use of the IDMatch service. Your consent is obtained to use this service.

Any concern about the storage or use of personal information will be managed by the Manager, Screening in consultation with the Department's Standards and Integrity directorate. Concerns in relation to potential breaches in the use of the Identity Verification Services will be reported to the Identity Verification Services Manager at IDMatch.

If you have any queries related to your personal information, as accessed and used by our Personnel Screening Unit, contact the Screening Privacy Officer (Senior Consultant, Screening).

Contact	
Telephone	(08) 9264 4477
Email	screening@education.wa.edu.au
Internet	www.education.wa.edu.au/screening