

Approval to Discuss Confidential Information with Blue Card Services

Working with Children (Risk Management and Screening) Act 2000

Please complete this form if you want someone else (an approved person) to discuss information with Blue Card Services, on your behalf.

An approved person should be someone you trust. This form allows that person to contact Blue Card Services instead of you to:

- Help you to make the application
- Provide information to Blue Card Services, **including** confidential and personal information (such as criminal history) on your behalf
- Check with Blue Card Services for updates about your application
- Discuss your information with Blue Card Services, **including** confidential and personal information (such as criminal history).

You can choose what information Blue Card Services can talk about to your approved person (see tick boxes below).

*If you only want someone to help you with your application or to contact Blue Card Services for updates, and you do not want that person to discuss your confidential information, please complete the **Approval to Contact Blue Card Services** form instead.*

To protect your personal information, we recommend you do **not** choose someone you work for to be your approved person.

1. Applicant/cardholder's details

First name

Middle name

Last name

Date of birth

 / /

Current postal address

Suburb

State

Postcode

Telephone (daytime)

Email

Telephone (mobile)

Reference number/blue card number *(if known)*

2. Approved person's details

First name

Middle name

Last name

Relationship to applicant/cardholder

Date of birth

 /

Current postal address

Suburb

State

Postcode

Telephone

Signature of approved person

Date of signature

 /

3. Consent to discuss information

Please read the list below and think about what information you want Blue Card Services to discuss with the approved person you have named above. Ticking the box means Blue Card Services can discuss that information with the approved person. If you do not tick anything, then Blue Card Services will not be able to discuss anything with the approved person you have named.

- All of the information listed below (if you choose this option you only need to tick this box)
- The current status and progress of the application/assessment
- Any request for additional information
- Any police information including any change in police information
- Any disciplinary information
- Any domestic violence information
- Adverse decisions made by other Australian Working with Children Check agencies
- Other assessable information obtained under the *Working with Children (Risk Management and Screening) Act 2000*
- The assessment process including the request for submissions, references and other supporting material
- Any medical information
- The outcome of the application including whether a blue/exemption card or negative notice is issued
- Any other relevant personal information such as name, address or employer details

4. Validity of consent

This consent is only valid for your current application.

5. Applicant/cardholder's declaration

I declare that:

- The details provided in this form are true and correct
- I consent to Blue Card Services discussing the information in Part 3 relating to my card/application with the approved person named in Part 2
- I understand that it is an offence to provide a false or misleading statement or document.

Signature of applicant/card holder

Date of signature

 /

Privacy notice

The Department of Justice (DoJ) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000* (WWC Act). Your personal information is being collected for the purpose of verifying your identity, processing your application, issuing you a blue/exemption card, administering the blue card system or meeting your obligations under the WWC Act.

DOJ will disclose personal information to organisations you work for or expect to work for or provide services to and, where relevant, regulatory and governing bodies about whether you have a current application for, or hold a current blue/exemption card, the outcome of an application you have made which may include its withdrawal or negative notice, or if your blue/exemption card is subsequently suspended or cancelled.

DOJ will disclose your personal information to other government agencies, such as the Department of Transport and Main Roads (TMR), to verify your identity. DOJ will disclose your personal information to its information and communication technology service providers for the purpose of system support and development.

DOJ publishes confirmation about whether your blue/exemption card is valid. DOJ will use and disclose your personal information to assess your application for a blue/exemption card and will disclose your personal information to courts, tribunals, prosecuting authorities, law enforcement agencies, disciplinary or supervisory bodies or anyone you have agreed for DOJ to discuss your application with. It may also be used to contact you with more information about your application and the blue card process.

DOJ may use electronic communication to provide information and collect information for research purposes. Some email service providers store emails outside Australia. If yours does then emails sent to you by DOJ will be stored outside Australia.




DOJ will disclose your personal information, required to produce a blue/exemption card, to TMR and their card producer, Placard Pty Ltd. TMR will provide the photograph they have of you to their card producer and it will be displayed on your blue/exemption card. Authorised users of the home-based care register, kept pursuant to the WWC Act, may also have access to your personal information. Personal information collected to create your blue/exemption card may be transferred overseas in exceptional circumstances for card production purposes. If you access DOJ online services from outside Australia, you will be transferring your personal information overseas, at least to the device you use at the time you are accessing these services.

DOJ manages your personal information in accordance with the WWC Act and the *Information Privacy Act 2009* and will not disclose it to other third parties except in accordance with these acts.

Human Rights

Section 58 of the *Human Rights Act 2019* (Qld) requires public entities to act compatibly with human rights. Blue Card Services will give proper consideration to relevant human rights in its decision making.

Blue Card Services, Department of Justice

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 07 3211 6999 or 1800 113 611

 www.qld.gov.au/bluecard