



GPO Box 401  
CANBERRA ACT 2601

## **PERSONAL INFORMATION DIGEST**

**Nineteen (19) classes of personal information are held by the Australian Federal Police, including one (1) class of Personnel Records.**

### **1. PERSONNEL AND FINANCE**

See Appendix 1 for a generic description of Personnel Records.

### **2. LICENSING**

The purpose for collecting and retaining the information that is contained in these records is to facilitate the assessment and registration of applicants for various licences within Australian Capital Territory (ACT) and the Commonwealth territories of Australia (Jervis Bay, Norfolk Island, Cocos (Keeling) Islands and Christmas Island).

The information that is contained in these records may include: name, date of birth, physical description, gender, addresses, telephone and pager numbers, account and credit card numbers, email addresses, user names and passwords, internet addresses, drivers, firearms and other licences, tax file numbers, motor vehicle and other registrations, and government and employer identifiers.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

These records may relate to all classes of persons, but especially persons within the ACT and the territories of Australia who are applicants for licences including applications to drive vehicles, own or deal in weapons, sell liquor or deal in second-hand goods.

Subject to individual security clearances and operational needs, any AFP employee with a need to know in the conduct of their duties may access this information.

These records are handled in accordance with the provisions of Commonwealth Government's Protective Security Policy Framework, AFP governance, Records Disposal Authorities approved by the National Archives of Australia and in accordance with the requirements of the *Archives Act 1983*. The information that is contained in these records is not usually disclosed to third parties, however, the information that is contained in those records may be disclosed to Commonwealth Government organisations, Commonwealth Territory Administrations, ACT Government organisations and to other law enforcement agencies for law enforcement purposes where it is lawful and appropriate to do so.

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Individuals who wish to obtain details about access to personal information that is held by police station in the Commonwealth territories of Australia may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

Individuals who wish to obtain details about access to personal information that is held by the Australian Capital Territory policing component of the Australian Federal Police may contact the office of the Deputy Chief Police Officer for the Australian Capital Territory, Ph: (02) 6256 7777.

The records relate to an indeterminate number of persons and may be stored on computer files, photographic images, audio or video tapes and paper media.

*Location: Police Stations in the Australian Capital Territory (located at City, Belconnen, Woden Tuggeranong and Gungahlin) and the Firearms Registry, ACT; and in police stations in the Commonwealth territories of Australia.*

### 3. ADMINISTRATION

The purpose of these records is to assist in the effective and efficient operation of all areas of the AFP. Relevant documents include reports, messages, registers, minutes, lists, correspondence and directories.

The information that is contained in these records may include: name, date of birth, physical description, gender, addresses, telephone and pager numbers, account and credit card numbers, email addresses, user names and passwords, internet addresses, drivers, firearms and other licences, tax file numbers, motor vehicle and other registrations, and government and employer identifiers.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

These records relate to all classes of persons.

Subject to individual security clearances and operational needs, any AFP employee with an need to know may access this information, however, some units place greater restrictions on access to these records by their staff.

These records are handled in accordance with the provisions of the Protective Security Policy Framework and the Records Disposal Authorities approved by the National Archives of Australia, in accordance with the requirements of the *Archives Act 1983*.

Some information may be disclosed to the Attorney-General's Department, the courts, other Commonwealth agencies and other tribunals such as the Administrative Appeals Tribunal.

Individuals who wish to obtain details about access to personal information that is held by the Australian Federal Police may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

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The records relate to an indeterminate number of persons and may be stored on computer files, video tape, audio tape, photographic image and paper media.

*Location: All areas of the AFP subject to geographic, administrative and operational variations.*

## 4. TECHNICAL AND FORENSIC INTELLIGENCE

The purpose of these records is to assist in the prevention, detection and investigation of criminal incidents that involve the use of (Chemical, Biological, Radiological, Nuclear (CBRN) and explosive) materials.

The information that is contained in these records may include: name, date of birth, physical description, gender, addresses, telephone and pager numbers, account and credit card numbers, email addresses, user names and passwords, internet addresses, drivers, firearms and other licences, tax file numbers, motor vehicle and other registrations, and government and employer identifiers.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

These records relate to all classes of persons, particularly groups suspected of engaging in acts of terrorism or the illegal use of (CBRN and explosive) materials domestically and globally.

Access is restricted to AFP personnel, and appropriate personnel on secondment to the AFP, with an appropriate security clearance and a need to know may access the information in accordance with the Australian Government Protective Security Policy Framework.

These records are handled in accordance with the provisions of Records Disposal Authorities approved by the National Archives of Australia, in accordance with the requirements of the *Archives Act 1983* and the Australian Government Protective Security Policy Framework.

Information that is contained in these records may be disclosed to the Commonwealth agencies, Australian Defence Forces, State and Territory Police forces and to other law enforcement agencies as required.

Public access to these records is not available. Individuals who wish to obtain details about access to personal information that is held by the Australian Federal Police may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

The records relate to an indeterminate number of persons and may be stored on computer files, paper media, video footage and photographic images.

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## 5. COMMUNITY POLICING

The purpose of these records is to assist in the enforcement of the criminal law, the preservation of the peace and the protection of life, safety and property within the Australian Capital Territory and the Commonwealth territories of Australia.

The information that is contained in these records may include: name, date of birth, physical description, gender, addresses, telephone and pager numbers, account and credit card numbers, email addresses, user names and passwords, internet addresses, drivers, firearms and other licences, tax file numbers, motor vehicle and other registrations, and government and employer identifiers.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

These records relate to all classes of persons.

Subject to security clearances and operational needs, all AFP personnel have general access to these records.

These records are handled in accordance with the provisions of Records Disposal Authorities approved by the National Archives of Australia, in accordance with the requirements of the *Archives Act 1983* and the Australian Government Protective Security Policy Framework.

The information that is contained in community policing records is not usually disclosed to third parties, however, the information that is contained in those records may be disclosed to Commonwealth Government organisations, Commonwealth Territory Administrations, ACT Government organisations and to other law enforcement agencies for law enforcement purposes.

Individuals who wish to obtain details about access to personal information that is held by police station in the Commonwealth territories of Australia may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

Individuals who wish to obtain details about access to personal information that is held by the Australian Capital Territory policing component of the Australian Federal Police may contact the office of the Deputy Chief Police Officer for the Australian Capital Territory, Ph: (02) 6256 7777.

The records relate to an indeterminate number of persons and are stored on computer files, paper media, microfiche, video tape, laser disc, audio tape and photographic image.

*Location: Police Stations in the Australian Capital Territory (located at City, Belconnen, Woden, Tuggeranong and Gungahlin); the Winchester Police Centre; the Weston Police Complex, ACT; the Exhibit Management Centre; AFP Archives and police stations in the Commonwealth territories of Australia*

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## 6. CORONIAL DOCUMENTS

The purpose of these records is to assist in coronial investigations into deaths and fires within the Australian Capital Territory and the Commonwealth territories of Australia.

The information that is contained in these records may include: name, date of birth, date of death, cause of death, gender, addresses, telephone numbers and employment.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

These records relate to persons who are affected by fires, persons who are involved in the deaths of others and deceased persons within the ACT, Jervis Bay, Norfolk Island, Christmas Island and Cocos (Keeling) Islands.

Subject to security clearances and a need to know, all AFP personnel may access this information, however, access is normally restricted to staff from the Office of the ACT Coroner. AFP members who are stationed in the Commonwealth territories of Australia may access information relating to coronial investigations into deaths and fires within the Commonwealth territories of Australia.

These records are handled in accordance with the provisions of Records Disposal Authorities approved by the National Archives of Australia in accordance with the requirements of the *Archives Act 1983* and the Australian Government's Protective Security Policy Framework.

Coronial records of the Commonwealth territories of Australia are generally held by the Office of the Administrator.

Information may be disclosed to the Director of Public Prosecutions, members of the judiciary and to legal practitioners where it is lawful and appropriate to do so.

Individuals who wish to obtain details about access to personal information that is held by police stations in the Commonwealth territories of Australia may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

Individuals who wish to obtain details about access to personal information that is held by the Australian Capital Territory policing component of the Australian Federal Police may contact the office of the Deputy Chief Police Officer for the Australian Capital Territory, Ph: (02) 6256 7777.

The records relate to an unknown number of persons and are stored on paper and computer media.

*Location:* Office of the ACT Coroner.

## 7. COURT

The purpose of these records is to obtain and record authority for arrest, search, seizure and extradition, and to present evidence for prosecution. This material may be produced

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by order of a Court or Tribunal in non-criminal matters. Included in these records are administrative law documents, briefs of evidence, affidavits, warrants and family law documents and files.

Where appropriate, the AFP will seek to resist production of material on public interest immunity and legal professional privilege grounds. It should be noted that any information that is held by the AFP may be used in proceedings before Courts and Tribunals.

The information that is contained in these records may include: name, date of birth, physical description, gender, addresses, telephone and pager numbers, account and credit card numbers, email addresses, user names and passwords, internet addresses, drivers, firearms and other licences, tax file numbers, motor vehicle and other registrations, and government and employer identifiers.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

These records relate to all classes of persons.

Subject to individual security clearances and operational needs, any AFP employee may access Court Records, however, there may be greater restrictions on access to documents that come under the ambit of Professional Standards.

These records are handled in accordance with the provisions of Records Disposal Authorities approved by the National Archives of Australia, in accordance with the requirements of the *Archives Act 1983* and the Australian Government's Protective Security Policy Framework.

Information may be disclosed to the Australian Government Solicitor, Director of Public Prosecutions, members of the judiciary, members of tribunals and to legal practitioners and litigants.

Individuals who wish to obtain details about access to personal information that is held nationally or by police station in the Commonwealth territories of Australia may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

Individuals who wish to obtain details about access to personal information that is held by the Australian Capital Territory policing component of the Australian Federal Police may contact the office of the Deputy Chief Police Officer for the Australian Capital Territory, Ph: (02) 6256 7777.

The records relate to an indeterminate number of persons and are stored on computer files, paper media, photographic image, film, video tape and audio tape.

*Location: Subject to regional variations, Court records are located in operational and administrative areas of the AFP.*

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## 8. CRIMINAL RECORDS

The purpose of these records is to record court outcomes relating to prosecutions conducted by the Australian Federal Police and other law enforcement agencies within the ACT and Commonwealth jurisdictions.

The information that is contained in these records may include: name, date of birth, gender, addresses, drivers, firearms and other licences, references to file material and results of court appearances.

This information is made available to members of the Australian Federal Police, Directors of Public Prosecutions, other police services and Law Enforcement Agencies to assist them in the conduct and prosecution of criminal investigations.

Criminal history information is also made available to third parties for employment and security vetting purposes upon provision of written consent of the individual applicant and following application of relevant spent convictions provisions and any legislated exclusions to those provisions. The applications requesting disclosure of criminal history information are also held until disposal is authorised.

These records relate to all classes of persons.

All records are handled and stored in accordance with disposal authorities under the *Archives Act 1983* and the Australian government Protective Security Policy Framework.

Individuals who wish to obtain details about access to criminal records information that is held may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

The records relate to an indeterminate number of persons and are stored in electronic and paper media.

*Location: Criminal Records material is located at the office of Criminal records.*

## 9. ENQUIRY FILES

The purpose of these records is to record requests for information from particular agencies and to record the nature of the assistance that was provided to those agencies from the AFP.

The information that is contained in these records may include: name, date of birth, physical description, gender, addresses, telephone and pager numbers, account and credit card numbers, email addresses, user names and passwords, internet addresses, drivers, firearms and other licences, tax file numbers, motor vehicle and other registrations, and government and employer identifiers.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

These records relate to all classes of persons.

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Subject to individual security clearances and operational needs, any AFP employee may access this information.

Further restrictions are placed on access to enquiry files that are held by Professional Standards.

These records are handled in accordance with the provisions of Records Disposal Authorities approved by the National Archives of Australia, in accordance with the requirements of the *Archives Act 1983* and the Australian government Protective Security Policy Framework.

Certain information may be disclosed, for law enforcement purposes, to Commonwealth agencies or to Australian law enforcement organisations.

Individuals who wish to obtain details about access to personal information that is held nationally or by police station in the Commonwealth territories of Australia may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

Individuals who wish to obtain details about access to personal information that is held by the Australian Capital Territory policing component of the Australian Federal Police may contact the office of the Deputy Chief Police Officer for the Australian Capital Territory, Ph: (02) 6256 7777.

The records relate to an indeterminate number of persons and are stored on computer files and paper media, photographic image, audio tape and video tape.

*Location: Subject to regional variation, enquiry files are located in most operational and administrative areas within the AFP.*

### 10. INTELLIGENCE RECORDS

The purpose of these records is to assist in the effective and efficient performance of the functions of the AFP under the *Australian Federal Police Act 1979*.

The information that is contained in these records may include: name, date of birth, physical description, gender, addresses, telephone and pager numbers, account and credit card numbers, email addresses, user names and passwords, internet addresses, drivers, firearms and other licences, tax file numbers, motor vehicle and other registrations, and government and employer identifiers.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

These records relate to all classes of persons.

Subject to individual security clearances and operational needs, any AFP employee may access this information, however, access to certain information is restricted to personnel who are working in particular areas and have a demonstrated need to access that information.



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Certain information may be disclosed, for law enforcement purposes, to Commonwealth agencies or to Australian and/or foreign law enforcement organisations, including Interpol.

These records are handled in accordance with the provisions of Records Disposal Authorities approved by the National Archives of Australia, in accordance with the requirements of the *Archives Act 1983* and the Australian government Protective Security Policy Framework.

Individuals who wish to obtain details about access to personal information that is held may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

Individuals who wish to obtain details about access to personal information that is held by the Australian Capital Territory policing component of the Australian Federal Police may contact the office of the Deputy Chief Police Officer for the Australian Capital Territory, Ph: (02) 6256 7777.

These records relate to an indeterminate number of persons and may include documents (including written or printed material) or objects stored in either hardcopy or electronic form including: computer files, paper media, microfiche, photographic image, video tape, audio tape.

*Location: Intelligence records are located in all operational areas, particularly within National Headquarters and Local Office Intelligence Areas.*

### 11. PROFESSIONAL STANDARDS RECORDS

The purpose of these records is to assist in the investigation of complaints about AFP appointees and in assessing the employment suitability of AFP personnel. Records also include information received from AFP appointees as a result of mandatory reporting obligations.

The information that is contained in these records may include: name, date of birth, gender, addresses, telephone numbers, employment, education, travel records, AGS or AFP service numbers and passport details.

The sensitive details that are contained in these records may include information about personal relationships, religion, personal hobbies/ pastimes, ethnicity, financial details, forensic samples, criminal convictions, criminal intelligence and aspects of personal conduct which could possibly be used to compromise or pressure AFP personnel. These records also include information relating to the behaviour of AFP appointees to ensure compliance with the AFP Code of Conduct and AFP Core Values.

These records relate to all classes of persons, but primarily AFP employees. Access to these records is restricted to AFP employees in Professional Standards, other relevant areas of the AFP such as Legal, and members with appropriate delegation under AFP Commissioner's Order 2.

These records are handled in accordance with the provisions of Records Disposal Authorities approved by the National Archives of Australia, in accordance with the requirements of the *Archives Act 1983* and the Australian government Protective Security Policy Framework.

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Some information may be disclosed to the Commonwealth Ombudsman, the Australian Commissioner for Law Enforcement Integrity, the Australian Public Service Commission, courts and tribunals and legal representatives.

Individuals who wish to obtain details about access to personal information that is held by the Australian Federal Police may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

The records relate to an indeterminate number of persons and may be stored on computer files, paper media, photographic image, digital recordings, video tape and audio tape.

*Location: Professional Standards records are located in the offices of the Professional Standards and AFP Archives.*

### 12. INVESTIGATION RECORDS

The purpose of these records is to assist in the effective and efficient performance of the functions of the AFP under the Australian Federal Police Act. This material may be used in criminal and civil proceedings including applications for control orders.

The information that is contained in these records may include: name, date of birth, physical description, gender, addresses, telephone and pager numbers, account and credit card numbers, email addresses, user names and passwords, internet addresses, drivers, firearms and other licences, tax file numbers, motor vehicle and other registrations, and government and employer identifiers.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

These records relate to all classes of persons.

Subject to individual security clearances and operational needs, any AFP employee may access these documents, however, certain information is restricted to personnel who are attached to Internal Security units.

These records are handled in accordance with the provisions of Records Disposal Authorities approved by the National Archives of Australia, in accordance with the requirements of the *Archives Act 1983* and the Australian government Protective Security Policy Framework.

Certain information may be disclosed for law enforcement purposes to Commonwealth organisations or to Australian and/or foreign law enforcement organisations, including Interpol.

Individuals who wish to obtain details about access to personal information that is held nationally or by police station in the Commonwealth territories of Australia may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

Individuals who wish to obtain details about access to personal information that is held by the Australian Capital Territory policing component of the Australian Federal Police may

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contact the office of the Deputy Chief Police Officer for the Australian Capital Territory, Ph: (02) 6256 7777.

The records relate to an indeterminate number of persons and are stored on computer files, paper media, microfiche, photographic image, film, video tape and audio tape.

*Location: Subject to regional variation, investigation records are located in all operational areas. These records are also located at Weston police complex, ACT and police stations in the Commonwealth territories of Australia.*

### 13. TRAFFIC

The purpose of these records is to assist in the enforcement of motor traffic laws and the investigation of vehicle accidents within the Australian Capital Territory (ACT) and the Commonwealth territories of Australia.

The information that is contained in these records may include: name, date of birth, physical description, gender, addresses, telephone and pager numbers, account and credit card numbers, email addresses, user names and passwords, internet addresses, drivers, firearms and other licences, tax file numbers, motor vehicle and other registrations, and government and employer identifiers.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

Subject to individual security clearances and operational needs, any AFP employee may access these documents.

The information that is contained in Traffic records may be disclosed to courts, relevant government bodies, insurance organisations and individuals.

These records relate to persons who own or use vehicles within the ACT and/or the Commonwealth territories of Australia. Records are handled in accordance with the provisions of disposal authorities under the *Archives Act 1983* and the Australian government Protective Security Policy Framework.

Traffic Records kept for the ACT are linked to AFP Criminal Records and assist Magistrates in determining penalties for traffic infringements.

The information that may be disclosed to insurance organisations and individuals relates to motor traffic accidents.

Individuals who wish to obtain details about access to personal information that is held by police station in the Commonwealth territories of Australia may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

Individuals who wish to obtain details about access to personal information that is held by the Australian Capital Territory policing component of the Australian Federal Police may contact the office of the Deputy Chief Police Officer for the Australian Capital Territory, Ph: (02) 6256 7777.

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The records relate to an indeterminate number of persons and are stored on computer files, photographs, video or audio tapes and paper media.

*Location: Traffic and accident records are located at: Traffic Operations, ACT; Criminal Records, Weston Complex ACT and police stations in the Commonwealth territories of Australia.*

## 14. PROTECTION

The purpose of these records is to assist in providing protective security services, Close Personal Protection (CPP) and the National Witness Protection Program (NWPP).

The information that is contained in these records may include: name, date of birth, physical description, gender, addresses, telephone and pager numbers, account and credit card numbers, email addresses, user names and passwords, internet addresses, drivers, firearms and other licences, tax file numbers, motor vehicle and other registrations, and government and employer identifiers.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

These records relate to all classes of persons.

Access is restricted to AFP personnel with sufficient security clearances and a sufficient operational need to access the information.

These records are handled in accordance with the provisions of Records Disposal Authorities approved by the National Archives of Australia, in accordance with the requirements of the *Archives Act 1983* and the Australian government Protective Security Policy Framework.

Records that relate to the National Witness Protection Program (NWPP) are only disclosed in accordance with the strict requirements of the *Witness Protection Act 1994* and the *Australian Federal Police Act 1979*. NWPP records are held on appropriately secure systems.

Protection Liaison and CPP records may be disclosed for operational purposes to other police services and Commonwealth organisations, especially the Department of Foreign Affairs and Trade, the Attorney-General's Department and the Department of the Prime Minister and Cabinet.

Individuals who wish to obtain details about access to personal information that is held by the Australian Federal Police may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

Protective records relate to an indeterminate number of persons and are stored on computer files, paper media, video tape and photographic images.

*Location: Protective records are located in the offices of Protection.*

## **15. AVIATION**

The purpose of these investigation and intelligence records is to assist in the effective and efficient provision of protective security and policing services at designated Airports around the country.

The information that is contained in these records may include: name, date of birth, physical description, gender, addresses, telephone and pager numbers, account and credit card numbers, email addresses, user names and passwords, internet addresses, drivers, firearms and other licences, tax file numbers, motor vehicle and other registrations, and government and employer identifiers.

The sensitive details that are contained in these records may include information about personal, business, and criminal relationships, political affiliations, formal and informal membership of and association with organisations, religion, allegations and complaints, expressed opinions and other statements, activities, personal habits and pastimes, health, sexual behaviour, ethnicity, financial details and transactions, assets, contracts and agreements, traffic and criminal convictions, criminal intelligence, pictures and other images, forensic samples, employment and education details, travel movements, and aspects of personal conduct.

These records relate to all classes of persons.

Subject to individual security clearances and operational needs, any member of the Aviation portfolio may access these documents.

These records are handled in accordance with the provisions of Records Disposal Authorities approved by the National Archives of Australia, in accordance with the requirements of the *Archives Act 1983* and the Australian government Protective Security Policy Framework.

Certain information may be disclosed for law enforcement purposes to Commonwealth organisations or to Australian and/or foreign law enforcement organisations, including Interpol. As indicated previously, this material may be used in criminal and civil proceedings.

Individuals who wish to obtain details about access to personal information that is held by the Aviation Portfolio may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

The records relate to an indeterminate number of persons and are stored on computer files, paper media, microfiche, photographic image, film, video tape and audio tape.

*Location: Subject to regional variation, investigation records are located in all of Aviation's operational areas in Adelaide, Brisbane, Cairns, Canberra, Darwin, the Gold Coast, Hobart, Melbourne, Perth and Sydney and AFP National Headquarters, ACT.*

## **16. ILLICIT DRUG TESTING**

The purpose of these records is to assist in the effective provision of a drug free workforce environment within the AFP, for OH&S and integrity reasons. Records are held relating to the drug testing of applicants for employment with and certain contractors to the AFP, current AFP employees and special members.

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The information contained in these records may include the name of a person required to be drug tested, potential or actual employment status (i.e. permanent employee / non ongoing employee), work location or potential work location, unique drug test candidate number relating to the person, drug test requester's details (where appropriate), test session details (i.e. date, time location), directions to undergo a drug test (where required), reasons for not attending, or refusing to attend, the drug test or for rescheduling tests as well as drug test results.

Drug test records are kept pursuant to 13K of the *Australian Federal Police Regulations 1979*. All records, including body samples, must be kept in a secure location. Body samples must be destroyed no later than two years from the day that the test was conducted. Other records must be destroyed as soon as practicable after the AFP employee or special member to whom the record relates ceases, for any reason, to be an AFP employee or special member.

Information obtained from the analysis of a sample may be retained, if it is used for compiling a statistical database and it does not include information that may be used to identify the AFP employee or special member who provided the sample.

All records that do not indicate the presence of alcohol or prohibited drugs when tested must be destroyed no later than 28 days after the day the test was conducted. The information contained in these records is not disclosed to third parties, unless pursuant to the *Australian Federal Police Act 1979*.

The Drug Program Project Officer holds the drug test records and result records.

Individuals who wish to obtain details about access to personal information that is held by the Australian Federal Police may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

*Location: All drug test session records are secured within the office of Professional Standards.*

### 17. FORENSIC PROCEDURES

The purpose of these records is to obtain forensic procedures to assist with the investigation of criminal offences. The carrying out of forensic procedures are determined by provisions contained within the *Crimes Act 1914* (Commonwealth) and *Crimes (Forensic Procedures) Act 200* (ACT). Recording, retention, removal and destruction of material is governed by the *Crimes Act 1914* and *Crimes (Forensic Procedures) Act 2000* and may form part of the databases administered by CrimTrac.

The information contained in these records may include: name, aliases, date of birth, age, physical description, gender, addresses, and identifying marks.

The sensitive details that are contained in these records may include information such as pictures and other images, forensic samples, for example fingerprints and DNA profiles, medical information (such as that provided as a consequence of a forensic medical examination), biological relationships (sometimes revealed as a consequence of DNA interpretation), and ethnicity.

These records are handled in agreement with the provisions of Records Disposal Authorities approved by the National Archives of Australia in accordance with the requirements of the *Archives Act 1983* and the Australian government Protective Security Policy Framework.

# UNCLASSIFIED

These records relate to all classes of persons.

The results of forensic procedures will only be disclosed pursuant to Part 1D of the *Crimes Act 1914* (Commonwealth) or the *Crimes (Forensic Procedures) Act 2000* (ACT).

Information may be disclosed to the courts, other Commonwealth agencies and other tribunals such as the Administrative Appeals Tribunal, State and Territory police agencies and international law enforcement agencies.

The records relate to an indeterminate number of persons and may be stored on computer files, video tapes, audio tape, photographic image and paper media.

Individuals who wish to obtain details about access to personal information that is held by the Australian Federal Police may contact the Manager Government Relations (Privacy Contact Officer), Ph: (02) 6131 3000.

*Location: Subject to regional variation, investigation records are located in all operational areas.*

These records are also located at the Forensic Services Complex, Weston ACT.

## 18. LEARNING AND DEVELOPMENT

The purpose of these records is to maintain a record of all learning and development and training undertaken by AFP staff and external participants by Learning and Development. In addition to assessment information emergency contact details of officers is held.

The content of the record may include:

- Biographical information (name, contact details etc.)
- Program attendance record
- Assessment tools (exams, evaluation papers)
- Program counselling documents
- Comcare Compensation claim forms (copy)

Information is maintained for all employees and external participants who undertake training.

Training and assessment records are maintained for 30 years (requirement of the Australian Qualifications Training Framework). Records are maintained at Learning and Development, before being then sent to the Records Management Unit for archival action. Attendance and assessment records are also maintained on the AFP SAP HR system.

L&D staff will only have access to the student records when they are directly involved in delivery of the training program. Except as required by the standards for Registered Training Organisations, organisational requirements or by law, information about a student will not be disclosed to a third person without written consent of the individual.

Student records will be made available to State Training Registering Authorities as part of the audit process.

Individuals are able to have supervised access to their training records on request to the Academic Registrar.

The records are kept in accordance with the Australian Government Protective Security Policy Framework within Learning and Development for 2 years then held by archives.

**19. SECURITY**

The purpose of these records is to assist in ensuring the AFP complies with the Australian Government Protective Security Policy Framework. This includes vetting future and current employees for employment suitability and security clearances, in conducting audits of AFP and AFP Protective Service procedures and investigating security incidents.

The information that is contained in these records may include: name, date of birth, gender, addresses, telephone numbers, employment, education, travel records, AGS and/or AFP and/or Australian Federal Police Protective Service service numbers and passport details.

The sensitive details that are contained in these records may include information about personal relationships, religion, personal hobbies/pastimes, ethnicity, financial details, forensic samples, criminal convictions, criminal intelligence and aspects of personal conduct which could possibly be used to compromise or pressure AFP personnel.

These records relate to all classes of persons, but primarily AFP appointees. Access to these records is restricted to AFP employees in Security and other relevant areas of the AFP such as Professional Standards and Legal.

These records are handled in accordance with the provisions of Records Disposal Authorities approved by the National Archives of Australia, in accordance with the requirements of the *Archives Act 1983* and the Australian Government Protective Security Policy Framework.

Some information may be disclosed to the Australian Government Security Vetting Agency (AGSVA) or other Commonwealth Departments, Commonwealth Ombudsman, the Australian Public Service Commission, courts and tribunals and legal representatives. Information transferred to AGSVA or other Commonwealth agencies for the purpose of security clearance processes is done upon provision of written consent of the individual applicant

Individuals who wish to obtain details about access to personal information that is held by the Australian Federal Police may contact the Manager Government Relations (Privacy Contact officer), Ph: (02) 6131 3000.

The records relate to an indeterminate number of persons and may be stored on computer files, paper media, photographic image, video tape and audio tape.

*Location: Security records are located in the offices of Security and AFP Archives.*



## **APPENDICES**

### **APPENDIX 1**

#### **PERSONNEL RECORDS**

Due to the commonality of these classes of records between agencies, they have been grouped in one entry. This necessarily reduces the amount of detail provided. Current and former employees can obtain details of specific agency record handling practices by contacting personnel staff in that agency.

It should not be assumed that all records described are kept in a common storage facility. Separate security arrangements will typically apply, depending on the sensitivity of the information.

The purpose of these records is to maintain employment history, including medical records, and payroll and administrative information relating to all ongoing, contract and non-ongoing staff members and employees of an agency.

##### ***Personnel and payroll***

The records may include any one or more of the following:

- records relating to attendance and overtime;
- leave applications and approvals;
- medical and dental records;
- payroll and pay related records, including banking details;
- tax file number declaration forms;
- declarations of pecuniary interests;
- personal history files;
- performance appraisals, etc;
- records relating to personal development and training;
- trade, skill and aptitude test records;
- completed questionnaires and personnel survey forms;
- records relating to removals;
- travel documentation; and
- records relating to personal welfare matters.

##### ***Recruitment***

The records may include any one or more of the following:

- recruitment records and dossiers;
- records relating to relocation of staff and removals of personal effects; and
- records relating to character checks and security clearances.

##### ***Other***

The records may include any one or more of the following:

- records of accidents and injuries;
- compensation case files;
- rehabilitation case files;
- records relating to counselling and discipline matters, including disciplinary, investigation and action files,

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legal files, including litigation files, records of criminal convictions, and any other staff and establishment records as appropriate; complaints and grievances; and recommendations for honours and awards.

Contents may include:

*name, address, date of birth, occupation, AGS number, gender, qualifications, equal employment opportunity group designation, next of kin, details of pay and allowances, leave details, work reports, security clearance details and employment history, previous and current health and dental history.*

Sensitive contents may include:

*physical and mental health, including but not limited to health status, medical and psychological assessments, pathology results, medical and rehabilitation reports, screen results, vaccination histories, medical, psychological and dental examination results, disabilities, racial or ethnic origin, disciplinary investigation and action, criminal convictions, adverse performance and security assessments, tax file numbers, relationship details and personal financial information.*

Sensitive details that are contained in health records comply with the *Health Records (Privacy and Access) Act 1997* (ACT). Medical Services, Wellbeing Services and WHS, all currently have their own files that cannot be accessed by anyone outside the specific business area.

Personal information on these records relates to current and former employees including contract and non-ongoing staff.

The following agency staff may have access to this personal information: executive and senior personnel management staff, supervisors and members of selection committees (if appropriate), the individual to whom the record relates, legal staff and, as is appropriate, personnel staff, security officers and case managers.

The records are kept according to the applicable provisions of the General Disposal Authority for staff and establishment records issued by Australian Archives.

Some of this information is disclosed, as appropriate, to: Comcare, Commonwealth Medical Officers, Attorney-General's Department, Department of Finance, Retirement Benefits Office, Australian Security Intelligence Organisation, Australian Taxation Office, Public Service Commission and the receiving agency following a transfer.

Individuals can obtain information regarding access to their personal information by contacting the local personnel section of the employing agency.

Records relate to all current and former employees of an agency and are stored on paper, microfiche, electronic media, photographic or x-ray images.

*Location: the appropriate Central, State, regional office of the employing agency.*