



# Approval to Discuss Confidential Information with Blue Card Services

**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.

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

### 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, and
- I understand that it is an offence to provide a false or misleading statement or document.

Signature of cardholder

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 and assessing your application for a blue/exemption card, including your eligibility to work with children, contacting you to provide or obtain more information about your application and the blue/exemption card process, producing and issuing your blue/exemption card, administering the blue card system and meeting your obligations under the WWC Act.

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

DOJ will also disclose your personal information to courts, tribunals, prosecuting authorities, law enforcement agencies, regulatory, governing, disciplinary or supervisory bodies, other Australian agencies that conduct screening of people who work with children or vulnerable people, other government agencies to verify your identity, including the Department of Transport and Main Roads (TMR), and their card producer, to produce your blue/exemption card, DOJ's information and communication technology service providers for the purpose of system support and development, authorised users of the home-based care register which is kept pursuant to the WWC Act and anyone you have agreed for DOJ to discuss your application with. TMR will provide the photograph they hold of you to their card producer and your photograph will be displayed on your blue/exemption card.

Your personal information may be transferred overseas where you access DOJ online services from outside Australia, where a service provider who provides services to DOJ has servers located outside Australia and in exceptional circumstances for card production 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 publishes confirmation about whether your blue card is valid.

DOJ may use electronic communication to provide information and to collect information for research purposes.

DOJ manages your personal information in accordance with the WWC Act and the *Information Privacy Act 2009* and will not disclose your personal information to other third parties except in accordance with the WWC Act and the *Information Privacy Act* or where otherwise required by law.

## 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

✉ PO Box 12671, Brisbane George Street QLD 4003

🏠 53 Albert Street, Brisbane QLD 4000

☎ 07 3211 6999 or 1800 113 611

🖱 [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard)