

## Custodial Operations Policy and Procedures

### 20.10 Inmate access to police records

#### Policy summary

Under the *Government Information (Public Access) Act 2009* (GIPA Act) the public has the right to access government information unless there is an overriding public interest against disclosure.

Inmates may request access to their criminal history or personal information held by the NSW Police Force (NSWPF). To request access to such information held by the NSW Police force an inmate must complete an access application.

Governors or Managers of Security (MOS) in charge of a correctional centre must ensure that arrangements are in place for inmates to request access to information from the NSWPF.

#### Management of Public Correctional Centres Service Specifications

|                        |                                    |
|------------------------|------------------------------------|
| Service specifications | Professionalism and accountability |
|------------------------|------------------------------------|

## Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW), and all CSNSW employees.

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# 1 Inmate access to police records

## 1.1 Policy

Governors or MOS in charge of a correctional centre must ensure that arrangements are in place for inmates to request access to personal information from the NSWPF under the GIPPA Act.

Correctional centres may provide inmates with the *NSW Police: Access applications* to enable them to obtain a copy of their criminal history in NSW or personal information relating to them held by the NSWPF.

This form may also be obtained from the [NSWPF website](#) under online services, External Information Access Unit (EIAU). The EIAU may be contacted on (02) 8835 6888.

The completed application form, including a copy of the inmate's Master Index Number (MIN) card as proof of identity and appropriate payment (a fee reduction from \$30 to \$15 is available where proof of hardship can be established) should be sent to:

### **The Coordinator,**

External Information Access Unit  
NSW Police Force  
Locked Bag 5102  
PARRAMATTA NSW 2124

The information requested is intended for the inmate's personal use only, and cannot be used for court or any official purpose whatsoever.

If an inmate requires a copy of their criminal history relating to interstate/overseas convictions, they will need to apply to the Police Department in the relevant jurisdiction.

Applications for documents held by CSNSW, Serious Offenders Review Council (SORC) or the State Parole Authority (SPA) should be forwarded to GIPAA Unit, NSW Department of Communities & Justice, GPO Box 6, 2001 (**refer to COPP section 22 Release of information**).

## 1.2 Procedures

|    | <b>Procedure</b>                                                                                                                                                                                                               | <b>Responsibility</b>                            |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 1. | Ensure procedures are implemented for inmates to request access to personal information from the NSWPF under the GIPPA Act.                                                                                                    | Governor/ MOS in charge of a correctional centre |
| 2. | Provide inmates with a copy of the <i>Access application</i> form if requested.                                                                                                                                                | Functional Manager (FM)/Authorised officer       |
| 3. | Send the completed application form and a copy of the inmates MIN card and the inmates payment to:<br><b>The Coordinator,</b><br>External Information Access Unit<br>NSW Police Force<br>Locked Bag 5102, PARRAMATTA NSW 2124. | Functional Manager (FM)/Authorised officer       |

## 2 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

## 3 Definitions

|                    |                                                                                                                                       |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Authorised officer | The officer authorised by the Governor to perform the functions prescribed as part of the Custodial Operations Policy and Procedures. |
| COPP               | Custodial Operations Policy and Procedures                                                                                            |
| CSNSW              | Corrective Services NSW                                                                                                               |
| EIAU               | External Information Access Unit                                                                                                      |
| FM                 | Functional Manager                                                                                                                    |
| GIPAA              | Government Information (Public Access) Act 2009                                                                                       |
| MIN                | Master Index Number                                                                                                                   |
| NSWPF              | NSW Police Force                                                                                                                      |
| SORC               | Serious Offenders Review Council                                                                                                      |
| SPA                | State Parole Authority                                                                                                                |

## 4 Document information

|                         |                      |                                                                                                     |
|-------------------------|----------------------|-----------------------------------------------------------------------------------------------------|
| <b>Business centre:</b> | Custodial Operations |                                                                                                     |
| <b>Approver:</b>        | Kevin Corcoran       |                                                                                                     |
| <b>Date of effect:</b>  | 16 December 2017     |                                                                                                     |
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| <b>Version</b>          | <b>Date</b>          | <b>Reason for amendment</b>                                                                         |
| 1.0                     |                      | Initial publication ( <i>Replaces section 8.13 of the superseded Operations Procedures Manual</i> ) |
| 1.1                     | 12/03/20             | General formatting update and improvements                                                          |