

WHERE IS THE PERSONAL INFORMATION THAT YOU GIVE CSNSW STORED?

Generally, your personal information (except biometric information) is stored locally by each facility you visit and/or in a central database called the Offender Integrated Management System. If collected, your biometric information is stored in a central biometric identification database. This system allows for visitors to be processed efficiently. The information can be only accessed by authorised persons. Fingerprint and iris scans are converted immediately to an algorithm and only the algorithm is stored in the database.

CAN YOU REFUSE TO GIVE YOUR PERSONAL INFORMATION TO CSNSW?

Providing your personal information is voluntary. However, if you refuse to give personal information that is required by CSNSW, you will be denied entry to CSNSW correctional centres and residential facilities.

To access CSNSW correctional centres and residential facilities, you are legally required to provide details of your identity (including your name, address and date of birth).

CAN YOU ACCESS OR ALTER YOUR PERSONAL INFORMATION HELD BY CSNSW?

You can apply to access or request to alter your personal information. For details on how to do this, please email infoandprivacy@justice.nsw.gov.au or visit the Department of Justice's Internet site: www.justice.nsw.gov.au.



Privacy information for visitors
Revised: May 2017
Corrections Strategy and Policy Unit
Corrective Services NSW

PRIVACY INFORMATION FOR VISITORS



A privacy notice must be made available to anyone who visits an inmate in a Corrective Services NSW (CSNSW) correctional centre or a resident in a CSNSW residential facility. The 'Privacy Notice for Visitors' is published on CSNSW's Internet site.

OUR OBLIGATIONS

There are laws to ensure that any personal information collected by CSNSW and other NSW government agencies is collected, protected, used and disclosed appropriately. These laws include the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*.

WHAT TYPE OF PERSONAL INFORMATION DOES CSNSW COLLECT?

When attending a CSNSW facility, we may collect the following information from you to facilitate your visit:

- Your full name, date of birth, address and telephone number;
- Your driver's licence, passport or other photographic evidence;
- Your signature;
- Your car registration;
- A description of your general appearance e.g. height, weight, hair colour etc;
- Your biometric characteristics such as fingerprints, iris scans and photographs;
- Video or closed-circuit television footage of you;
- A general health description;

- Your past criminal history, both in New South Wales and elsewhere;
- Your educational and employment background;
- Purpose of your visit, and where appropriate, the authority for the visit;
- Your relationship with the offender being visited; and
- Any other evidence to support who you are.

The type of personal information that is collected depends on the purpose of your visit (e.g. a legal or a family visit).



WHAT DOES CSNSW DO WITH YOUR PERSONAL INFORMATION?

CSNSW uses your information to:

- Help ensure the safety of you, our staff and offenders when you visit CSNSW facilities;
- Process your application to become a visitor;

- Manage the security of a correctional centre or residential facility;
- Assist in providing services and programs to offenders;
- Process requests and enquiries from offenders;
- Assist in child protection matters;
- Assist the NSW Ombudsman in enquiries;
- Assist health services if you are injured or need medical attention;
- Investigate and manage claims or complaints;
- Meet any other legal requirement.

Your personal information may be given to other government agencies in some circumstances. However, it is an offence to misuse any of your information.

WHAT HAPPENS TO YOUR BIOMETRIC PHOTOGRAPH?

Upon request with a correctional centre or if you have not visited a correctional centre after six months, your biometric photograph will be permanently deleted.