Police Records Check (Students) Policy

Responsible Officer: Provost

Approved by: Vice-Chancellor

Approved and commenced: October, 2017

Review by: October, 2020

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle:
- Personal Information Protection Act 2004 (Tas)
- Annulling Convictions Act 2003 (Tas)
- Anti-Discrimination Act 1998 (Tas)
- Records of Offences (Access) Act 1981 (Tas)

Responsible Organisational Unit: Academic Division

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1 Objectives

The objectives of the Police Records Check (Students) Policy are to:

- outline the responsibilities of the University of Tasmania in relation to obtaining or requesting police record checks from students and prospective students
- ensure compliance with relevant legislation in relation to the handling of police record checks
- outline the requirements of students or prospective students in relation to providing the University and/or third parties with a current National Police Certificate.

2 Scope

This policy applies to all organisational units that require individuals to undertake a Police Record Check prior to commencing a course or unit or prior to commencing work integrated learning or professional experience placement and to all individuals affected by such a requirement.

3 Policy Provisions

3.1 Requirement to Undertake a Police Record Check

A student or prospective student may be required to supply a National Police Certificate to the University and/or a third party where:

- it is required by law
- it is a requirement of a statutory authority, registration authority or work integrated learning or professional experience placement provider.

3.2 Assessment of National Police Certificates

Each Organisational Unit requiring a student or prospective student to provide a National Police Certificate will advise the individual as to how the National Police Certificate will be assessed, the potential outcomes of that assessment and, where applicable, any relevant appeals processes.

The University will comply with relevant legislation in assessing police record checks including the Personal Information Protection Act 2004 (Tas), Annulled Convictions Act 2003 (Tas), Anti-Discrimination Act 1998 (Tas), Records of Offences (Access) Act 1981 (Tas).
4 Responsibilities

4.1 The University’s Responsibilities

Where a student or prospective student is required to undertake a Police Record Check for the purposes of commencing a course or unit or prior to commencing work integrated learning or professional experience placement, the University will:

- notify the student or prospective student of that requirement prior to or upon enrolment in that unit or course
- advise the student or prospective student:
  - how to undertake a Police Record Check
  - the type of Police Record Check required
  - the currency of the National Police Certificate
  - where to submit the National Police Certificate
  - any information in relation to the storage, use and disclosure of the National Police Certificate
  - the process for assessing the National Police Certificate
  - the potential outcomes of a National Police Certificate disclosing offences that may affect study options.

4.2 Privacy

Where the University collects a National Police Certificate from a student or prospective student, it will comply with the University’s Privacy Policy in relation to the collection and storage of personal information.

4.3 Disclosure

Where the University is required to provide a copy of a National Police Certificate or disclose details of an individual’s National Police Certificate to a third party, the University will:

- inform the individual who the National Police Certificate or relevant details will be disclosed to
- ensure that the third party notifies the individual as to how that third party intends to use, store and disclose such details or the National Police Certificate.
5 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division or Section</td>
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<tr>
<td>Police Record Check</td>
<td>Depending on the specific requirements of the course or unit, a Police Record Check may include one or all of the following: a National Police History Record Check; a Tasmanian Police Check; or a Police Record Check from a jurisdiction outside Australia.</td>
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<tr>
<td>University</td>
<td>The University of Tasmania</td>
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6 Supporting Documentation

- Privacy Policy
- Work Integrated Learning Policy
- Work Integrated Learning Procedure
- Safe to Practice Policy
- Safe to Practice Procedure

7 Versioning

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