



Disclosure of Information – Tasmania Police/Australian Federal Police

Policy Intent

The purpose of this policy is to ensure a consistent approach in the recording and disclosure of information to Tasmania Police/Australian Federal Police and to ensure that information is only disclosed where the request contains an assurance as noted below, regarding the use of the information.

What information can be divulged?

Only information specifically requested should be divulged. Additional information should not be provided unless it is part of the request. Generally, requests for information are limited to seeking the address of a tenant, applicant or household member of either. Other information may be required, but this should be specifically requested.

What is the assurance regarding the use of the information?

Requests for information should be made in writing / electronically and contain the following assurance: I, (Name and Number of Police Officer) certify that disclosure of this information is necessary for the purpose of criminal investigations by Tasmania Police / Australian Federal Police – (Area), and that any information provided by you and your organisation will be secured against any unauthorised disclosure, and will only be used for Law Enforcement purposes.

There may be situations where this process is not possible or practical for example, in an emergency situation. Where a written request is not possible, the information must only be divulged with permission from the Area Manager.

Why is the assurance necessary?

Advice obtained from the Solicitor-General Tasmania states that: 'It is in the public interest that the law be enforced and accordingly I would regard an assurance given (as noted above) as providing an appropriate basis for the provision of the information requested'. Without such an assurance, Housing Tasmania does not have a guarantee that the information will be secured against unauthorised disclosure or only be used for Law Enforcement purposes.



Recording details of information divulged

A copy of both the request for information and response should be filed on the relevant application/tenancy file. A brief description of information provided and a reference to the tenancy file folio number should also be recorded in Housing Tasmania's tenancy management database.

Relevant legislation

Housing Tasmania will only disclose information without the permission of the persons involved if required to by law. Note that this is not limited to Tasmanian and Federal Police. Housing Tasmania may be required to by law to release certain information to the Tasmanian Electoral Office for example.

Housing Tasmania is required to operate according to the *Personal Information Protection Act 2004* in relation to requests made by an individual or when there is no legal requirement to do so. Housing Tasmania will generally seek written consent when required to disclose personal information to another organisation or individual. See [Consent to Share Client Information policy](#) for more information.