



APPLICATION FOR ACCESS TO CLIENT VIDEO OR TELECONFERENCE – LEGAL PRACTITIONER / PROFESSIONAL / GOVERNMENT AGENCIES ALL CENTRES			Admin Form 306
Version: 4	Implement date: 06/09/2019	Availability: Public	

Warning to Applicant

Section 341 of the *Corrective Services Act 2006*, provides against the unlawful disclosure of confidential information. This includes information that could reasonably be expected to pose a risk to the security and good order of a corrective services facility. The Queensland Corrective Services' dial-in number for the purposes of video and teleconferencing should not be disclosed to a third party, unless with the express consent of the General Manager or other delegate.

An approved person must not intentionally allow another person to participate in the video or teleconferencing and/ or continue with a conference that allows the prisoner to contact someone other than an approved person.

Information Privacy Notice

Queensland Corrective Services is committed to handling your personal information in accordance with the Information Privacy Principles (IPPs) in the *Information Privacy Act 2009* (IP Act).

Please note, pursuant to section 7(1) of the IP Act, the *Corrective Services Act 2006* (CSA) provides for the specific collection and use of certain personal information (including the personal information provided on this form) which overrides the IPPs. Section 29(1)(e) of the IP Act provides that IPPs 2,3,9,10 and 11 do not apply for any reasonable exercise of powers for the containment, supervision and rehabilitation of offenders under the CSA.

The information provided on this form may be used by Queensland Corrective Services in the ongoing management of correctional centres and prisoners and may be provided to the Queensland Police Service, other Police and corrective services jurisdictions, the Australian Federal Police and other Australian law enforcement agencies (e.g. Australian Border Force) and the IPPs may not apply.

If you have any questions regarding Information Privacy please contact the Agencies Privacy Officer email: privacy@corrections.qld.gov.au

By signing this document you acknowledge that you have read and understood this Privacy Notice.

**PART A – TO BE COMPLETED BY APPLICANT**

Surname:		First name:		Other given names:	
Any previous name or aliases:				Sex: Male / Female	
DOB:	Place of birth - Town:	State:	Country:		
Name of Business or Agency:					
Business/ Contact Address:				Suburb:	
State:	Country:	Post code:	Start date at address:		
Day time phone number:		Mobile number:		Email:	

Person and/ or Corrective Services facility for the video conference/ teleconference:
Purpose of video conference/ teleconference:
Number of sessions required with person and/or Corrective Services facility for the video conference/ teleconference:

Legal Practitioners only:

Are you a registered solicitor and/or barrister in good standing with the following:

- ☐ Queensland Law Society ☐ Queensland Bar Association

All Applicants:

I,, hereby attest that I have read the warning section of this document and understand that it is an offence to give information that I know to be false or misleading. I state that the information that I have provided is true and accurate.

I accept the following responsibilities and conditions of use of video and teleconferencing and agree to abide by them:

- a) To maintain the confidentiality of dial-in numbers for video and teleconferencing suites located in correctional centres; and
- b) To advise QCS in writing any change to employment situation and/or location changes.

The applicant may be granted access to video and teleconference use if the authorised delegate is satisfied that the visitor –

- a. is a legal practitioner and is the legal representative of the prisoner; or would otherwise be considered a professional visitor; or an accredited or government visitor;
- b. has established their identity; and
- c. does not represent a risk to the security or good order of a corrective services facility

Applicants Signature: **Date:**/...../.....

Please attach a scanned copy of one of the following as proof of identification.

- ☐ Law Society Card / Legal Aid ID / QLD Court Issued ID
- ☐ Current identification card, containing photo identification, issued by the chief executive Queensland Corrective Services; a law enforcement agency; the Supreme Court; a State government entity or an educational facility.
- ☐ Other (refer *Corrective Services Regulation 2017 s22*)

PART B – TO BE COMPLETED BY A CORRECTIVE SERVICES OFFICER

Identification provided to confirm identity—

- ☐ Law Society Card / Legal Aid ID / QLD Court Issued ID
- ☐ A current Security Identification Card Issued by State Government Security on behalf of the Supreme Court or other State Government Entity; or
- ☐ Other (refer Corrective Services Regulation 2017 s22)—
- 1)
- 2)
- 3)

Legal Practitioner registration confirmed with:

- ☐ Queensland Law Society (Phone 3842 5842 or check www.qls.com.au)
- ☐ Queensland Bar Association (Phone 3238 5100 or check www.qldbar.asn.au)

I certify that I have verified the applicant's signature and the above details against the identification provided.

Officer's name: _____

Officer's Signature: _____ Date: _____

PART C – TO BE COMPLETED BY AUTHORISED DELEGATE DECIDING APPLICATION

Application to undertake video and teleconferencing approved: ☐ YES ☐ NO

Officer's signature: _____

Date: _____