

Department of Justice and Attorney General Information Request under Information Privacy Principle 11

Requesting Investigator:

Name		Position Title / Investigator No.	
Department		Phone	
Email		Fax	
<i>I certify that this information is reasonably necessary for law enforcement purposes pursuant to Information Privacy Principle (IPP) 11(1)(c), 11(1)(d) or 11(1)(e) (circle the relevant provision) of the Information Privacy Act 2009 (Qld) (IP Act).</i>			
Requesting Investigator Signature		Date	

Manager Authorisation:

Name		Position	
Department		Phone	
<i>I certify that this information is reasonably necessary for law enforcement purposes pursuant to Information Privacy Principle (IPP) 11(1)(c), 11(1)(d) or 11(1)(e) (circle the relevant provision) of the IP Act.</i>			
Manager Signature		Date	

Requested information and reason for request:

Information required from	<i>(agency / business)</i>		
Location / Premises Name			
Date / Time of incident	/ /	Investigation No.	
Offence or Suspected Offence being investigated	<i>(eg. Section xx of the xx Act)</i>		
Details of information required			

Details of why the information is necessary for the investigation:

If you have any concerns regarding this request for information under IPP 11, please contact the Privacy Unit of your agency.

The collection of information by Department of Justice and Attorney General is necessary for use under IPP 11(1). In accordance with IPP 11(3), Department of Justice and Attorney General will not use or disclose the information provided by you for a purpose other than the purpose for which it was collected.



IPP 11—Limits on disclosure

- (1) An agency having control of a document containing an individual's personal information must not disclose the personal information to an entity (the **relevant entity**), other than the individual the subject of the personal information, unless—
 - (a) the individual is reasonably likely to have been aware, or to have been made aware, under IPP 2 or under a policy or other arrangement in operation before the commencement of this schedule, that it is the agency's usual practice to disclose that type of personal information to the relevant entity; or
 - (b) the individual has expressly or impliedly agreed to the disclosure; or
 - (c) the agency is satisfied on reasonable grounds that the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
 - (d) the disclosure is authorised or required under a law; or
 - (e) the agency is satisfied on reasonable grounds that the disclosure of the information is necessary for 1 or more of the following by or for a law enforcement agency—
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iii) the protection of the public revenue;
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct;
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal
 - (f) all of the following apply—
 - (i) the disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest;
 - (ii) the disclosure does not involve the publication of all or any of the personal information in a form that identifies the individual;
 - (iii) it is not practicable to obtain the express or implied agreement of the individual before the disclosure;
 - (iv) the agency is satisfied on reasonable grounds that the relevant entity will not disclose the personal information to another entity.
- (2) If the agency discloses the personal information under subsection (1)(e), the agency must include with the document a note of the disclosure.



Instructions for Department of Justice and Attorney General Requesting Investigators

The purpose of this form is to assist Department of Justice and Attorney General (DJAG) Investigators in obtaining information from another government agency e.g. Queensland Police Service, Department of Transport and Main Roads, to assist the DJAG Investigator in their administration of an Act or Regulation. The details provided by the DJAG Investigator on the request form must be sufficient to satisfy the provisions of IPP 11(1) and enable the other government agency to make an informed decision regarding the release of their information. The information request should not compromise the integrity of an investigation.

The following instruction should be used by the DJAG investigator to complete this form.

Requesting Investigator Section

DJAG Investigator must complete:

- Their name, position, department, contact details, signature and date

Manager Authorisation Section

DJAG Investigator must submit the form to their Line Manager or Director for authorisation

Requested Information and Reason for Request Section

DJAG Investigator should complete:

- Date and time /approximate time / timeframe the incident occurred
- DJAG Investigation number / File number
- Premises / Business name and location
- Briefly outline the offence that is being investigated without mentioning unnecessary personal information of a person eg. 'Conducting enquiries to identify the patron involved in an assault'. It would be **insufficient** to state 'investigation into an offence at a property'.
- Be specific in listing the information that is required e.g. 'Full name of patrons who entered the premises between 20:00 and 20:15 on date of incident'

Details of Why the Information is Necessary for the Investigation

DJAG Investigator must include:

- Name and section of the Act that is being applied
- A brief explanation of the importance of obtaining the information for the investigation

Once the form is completed, the DJAG Investigator must then contact the person / agency who holds the required information and forward this request form to their appropriate agency for action.

