

# SECURITY LICENCES & PERMITS PRIVACY COLLECTION NOTICE

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How the Security Licensing & Enforcement Directorate, NSW Police Force (SLED) handles your personal information when you make an application for, amend, vary, replace or renew a licence or permit under the *Security Industry Act 1997*.

## 1. Why we are collecting your information

SLED regulates security activity in accordance with the *Security Industry Act 1997* (the Act) and the *Security Industry Regulation 2016* (the Regulation). Persons must be appropriately licensed under the Act to carry on security activities in NSW unless they satisfy a legislative exemption.

We collect personal information for the purposes of assessing applications for a licence or a permit, and to amend, vary, replace or renew a licence or permit granted under the Act, and to generally administer the Act and the Regulation.

## 2. The kinds of information we collect

We may collect the following personal information, either directly from you as part of the application process or indirectly in order to assess your application and for compliance purposes:

- your full name, date and place of birth, gender, and contact details (address, email and phone number)
- proof of identity information, which may include your passport, driver licence, Medicare card details, fingerprints or other proof of identity, citizenship or residency
- criminal information
- additional personal information where required to satisfy the eligibility requirements for the licence.

We are authorised to collect this information under clause 12 and clause 38 of the Regulation.

If you fail to provide some or all of your personal information, your application may not be considered, or it may be withdrawn or refused.

You are required to inform SLED of changes to your contact details and other personal information. Information on how to notify SLED of changes is available at [www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled).

## 3. How we may use the information we collect

We may use the information we collect to:

- assess your application
- manage your licence
- assess your eligibility to continue to hold the licence
- publish [certain information](#) on the Public Register of Security Licences
- otherwise generally administer the Act and the Regulation.

## 4. Who we share information with

We will not disclose your personal information to anybody else, except:

- as outlined in this Notice, or
- where required to fulfil the purposes outlined in this Notice, or
- where you have given consent, or
- we are authorised to do so by law.

We may make enquiries and exchange information with other NSW Government Agencies, or other States, Territories and/or the Commonwealth or other Police Forces for the purpose of assessing your application and for compliance purposes.

#### **4.1. Public Register**

Under clause 44 of the Regulation, the following information will be published by the Commissioner of Police on the Public Register of Security Licences:

- Licence holder name
- Australian Business Number\*
- Licence Nominated Person\*
- Licence number, class/subclass, expiry date, current status
- Any other particulars as the Commissioner finds appropriate.

*\*where applicable*

#### **4.2. Service NSW**

Service NSW provides a digital front door for security licence and permit applications, and collects and uses your personal information to:

- initiate the application using your MyServiceNSW Account details
- verify your identity with the Document Verification Service
- verify your identity when attending a Service NSW Centre to have your photo taken for a licence card
- take your photo and record your signature for your licence
- share your photo, signature and details from your MyServiceNSW Account with SLED.

Service NSW also maintains and uses your personal information for internal administrative purposes, including for the purposes of our interactions with you.

Further information you provide through the application to demonstrate your eligibility for a licence or permit will be collected and stored by SLED only,

For more information about how Service NSW handles personal information, how you can request access to or correct the personal information that is held about you, and who to contact if you have a privacy enquiry or complaint, please visit the [Service NSW Privacy Statement](#).

#### **4.3. Department of Customer Service**

We are partnered with Digital NSW (part of the Department of Customer Service), which assists us with our business operations by providing software and storing data on our behalf. Digital.NSW has a [Privacy Statement](#) which outlines how it looks after this data.

If you would like to make an enquiry, you can contact Digital.NSW using the details below:

##### **Digital.NSW**

2-24 Rawson Place  
SYDNEY NSW 2000

[digital.nsw@customerservice.nsw.gov.au](mailto:digital.nsw@customerservice.nsw.gov.au)

## **5. Protecting your information**

We have measures in place to help protect your personal information from loss, unauthorised access, use, modification, disclosure, or other misuse.

We will store and manage your personal information in accordance with provisions under the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*. Please see the [NSW Police Privacy Management Plan](#) for more information about how we handle your personal information.

## **6. Your rights**

Subject to certain conditions, you have the following rights in relation to your personal information:

- the right to access your personal information
- the right to correct your personal information.

If you wish to exercise any of the above rights, please contact us using the details below.

## **7. Contact us**

If you would like to make a privacy enquiry or complaint, or exercise any of your privacy rights, you can contact us using the details below:

### **Privacy Section, NSW Police Force**

Locked Bag 5102

PARRAMATTA NSW 2124