

# Sharing information with the Police

## Overview

This policy explains how and when we will exchange information with the NSW Police Force under the existing Record of Understanding and meet our legal duties.

## Scope

This policy applies to St George Community Housing and its subsidiaries (we, our and us). Our workers must follow this policy.

## The Record of Understanding (ROU)

The ROU is an agreement that makes it possible for the NSW Police Force and registered community housing providers like us to share information about crime and offensive acts.

## Guiding principles

- We will only be given information when it directly relates to preventing or reducing crime in or around our properties or when we are helping police to reduce crime, offensive acts and fear in or around our properties.
- Information that we ask for will only be used for the reason that we asked for it.
- We will not give out information unless we are allowed to by law or where we believe a person may be at serious risk of harm
- All information that we get will be stored in line with the the ROU.

## When we will ask for information

We will only ask for information so that we can apply to the NSW Civil and Administrative Tribunal (NCAT).

If we want to ask for information from the Police, an employee signs the relevant forms and has them approved by the CEO or their representative.

## Release of information

The NSW Police Force will only give information to people who need to know and are directly involved with the matter and need the information to meet their duties.

---

We will only share information that we are given with other employees that are directly involved with the matter and have signed a Deed of Confidentiality.

We will only share information with other people when we are allowed to by law.

We will not submit any written information received through the ROU at the NCAT, unless the approved to do so by the NSW Police Force but may reference the nature of the information received from the Police at the hearing or in our application. For example, we may say that we have received information from the Police that tenant X was arrested on XX date.

## Storing and accessing information

Applications and information received under the ROU will be kept separately and securely in a locked filing cabinet in the office of the General Manager, Customers and Communities (GMC&C). The GMC&C and any other person who will have access to the information must sign a Deed of Confidentiality for each request.

## Giving information under the ROU

We try to respond quickly to any requests for information from the NSW Police Force. We will only provide information when it is requested by an officer for their official duties. This may include:

- When there is an emergency that poses an imminent threat to life or property
- In the investigation of an alleged criminal offence
- When carrying out community protection functions.

All requests for information must be made in writing and approved by the CEO or GMC&C or another person delegated by the CEO. The CEO or GMC&C or another person delegated by the CEO, may accept a verbal request for information where there is an urgent need or an emergency that poses a threat to life or property.

## Other requests for assistance

We will consider requests for help from law enforcement that are not covered by the ROU. We will consider a number of factors when we decide whether to help including the law and any possible risks. Decisions will be made by the CEO or GM C&C or another person delegated by the CEO.

---

## Policy information

<b>Version:</b>	4
<b>Approved:</b>	February 2019
<b>Amended:</b>	February 2019
<b>Reviewed:</b>	February 2019
<b>Review frequency:</b>	18 months
<b>Responsible team/position:</b>	General Manager, Customers & Communities