



Policy Directive 6

Access to Information

- Relevant Instruments:** [Freedom of Information Act 1992](#)
[Prisons Act 1981](#)
[Prisons Regulations 1982](#)
[Victims of Crime Act 1994](#)
[Policy Directive 30 - Death of a Prisoner](#)
[Principles and Procedures for Disclosing or Exchanging Information under Section 113\(2\) of the Prisons Act 1981](#)
[Reporting and Management of Suspected Misconduct and/or Criminal Activity by Employees Policy](#)

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1. Introduction

The release of information is often required as part of the day to day operations of corrective services and forms an integral part of Departmental practice. The release of information has the potential to put prisoners, staff or the community at risk as well jeopardise the safety and security of the prison. However, the release of information to certain parties may at times also assist to reduce or eliminate these risks.

2. Purpose

To guide and assist staff with respect to the release of information.

3. Scope

This Policy Directive applies to both public and private prisons.

4. Policy

- 4.1 The release of information must not pose a risk to the safety and security of prison facilities, staff, prisoners or members of the community.
- 4.2 The Department's priority is to maintain the safety and security of each prison, the persons within and the community.
- 4.3 The information released should be the minimum required to fulfil the request.
- 4.4 Nothing in this Policy Directive prevents the provision of prisoner information to staff within the Department of Corrective Services where the personnel involved have a requirement for that information as part of their official duties.
- 4.5 If there is any uncertainty about the release of information, advice should be sought as outlined within the supporting procedures.

5. General

The Department's public website also provides information regarding obtaining [access to prisoner information](#).

6. Supporting appendices

- Disclosure of Information to Prisoners - Procedures
- Disclosure of Prisoner Information to Third Parties - Procedures
- Appendix 1 – Information Release Assessment Tool
- Appendix 2 – Record of Documents Released
- Appendix 3 – Relevant Contacts
- Appendix 4 – Prisoner Consent for Verbal Release of Information

7. Policy review

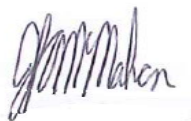
This policy is to be reviewed on a biennial basis. Procedures and relevant appendices to this policy may be amended by the Deputy Commissioner Adult Custodial as necessary to reflect changes to prison processes.

The Operational Performance, Policy and Planning Directorate may update [Appendix 2 - Record of Documents Released](#) and [Appendix 3 – Relevant Contacts](#) as required.

8. Approved

Commissioner:

Signature:



Date: **14 January 2014**

9. Policy sponsor

Assistant Commissioner Custodial Operations

10. Contact person

In addition to the contact persons cited throughout this Policy Directive, the following person may be approached on a routine basis in relation to this policy:

Principal Operational Policy Officer

11. Amendment history

Version		Approved	Effective from
1	First published		14 May 2001
2	Policy revised and new Procedures for Prisoners; Procedures for Third Parties; and Appendices 1 to 4 introduced.	14 January 2014	29 January 2014