



Consent for Collection, Use and Disclosure of Information for Security Clearance

1. In order to assess your suitability to hold and maintain an Australian Government security clearance and to access official and / or classified resources (people, information, assets and facilities) in accordance with the Australian Government's Protective Security Policy Framework (PSPF), the Australian Government Security Vetting Agency (AGSVA) is required to collect, assess and disclose information about you, including personal and sensitive information.
2. AGSVA is committed to protecting your privacy and has obligations under the Australian Privacy Principles as set out in the *Privacy Act 1988* (Cth). The collection, handling, use and disclosure of your personal information is undertaken in accordance with the PSPF and the Australian Privacy Principles. AGSVA's comprehensive Privacy Statement can be viewed at <http://www.defence.gov.au/AGSVA/privacy.asp>. Information on how you may request access to your personal information held by AGSVA and seek correction of such information is set out in the Privacy Statement. If you consider Defence may have breached the Australian Privacy Principles a complaint can be submitted to Defence.Privacy@defence.gov.au.
3. As part of the security clearance process AGSVA may undertake various checks and / or inquiries to assess your suitability to hold or your ongoing suitability to maintain a security clearance at the level proposed. This may involve AGSVA collecting, using and disclosing your information for the purpose of undertaking the checks. All checks will be conducted in accordance with the PSPF. For initial clearances at all levels, AGSVA will undertake checks to:
 - corroborate previous Commonwealth, state or territory employment, with relevant agencies, including with the Australian Defence Force;
 - corroborate previous non-government employment with private employers;
 - corroborate your residential addresses;
 - verify personal documents such as birth, marriage and change of name documents;
 - check any naturalisation and/or citizenship documents with relevant agencies, including with the Department of Home Affairs and/or the Australian Passports Office;
 - check education documentation in relation to schools, colleges, and tertiary institutions;
 - corroborate any overseas travel with the Department of Home Affairs' records;
 - corroborate your criminal history;
 - check your digital footprint by examining the unique pattern of electronic transactions made by your online presence;
 - verify your financial circumstances; and
 - verify your medical status.
4. In addition to collecting information from you, AGSVA may, for the purposes of assessing your security clearance and assessing and monitoring your ongoing suitability to hold and maintain a security clearance and to access Australian Government resources, collect and disclose your personal information, including sensitive personal information, to and from:
 - public records and public source information
 - relevant Commonwealth, state or territory agencies (if applicable), in relation to any existing or previous security clearances held by you;
 - the government agency that has sponsored your clearance and any previous government agencies that have employed or engaged you as a contractor;
 - government agencies that have investigated or are investigating you for a suspected or proven breach of law or of Australian Government policy, including but not limited to a suspected breach of the Australian Public Service Code of Conduct and allegations of fraud;
 - current and previous private employers;
 - the Australian Federal Police (AFP), and state and territory law enforcement agencies as appropriate;
 - the Australian Security Intelligence Organisation (ASIO), which is responsible for providing personnel security assessments as part of the security clearance process;
 - financial checking agencies;
 - third parties relevant to assessing and monitoring your ongoing suitability to hold and maintain an Australian Government security clearance, such as nominated and un-nominated referees and supervisor reports; and
 - other service providers and sources, such as contracted vetting providers, financial institutions and medical or psychological practitioners, used during the clearance process and / or to resolve concerns identified in the vetting process.
5. ASIO may collect, use and disclose your personal information for purposes consistent with its statutory functions, which include providing a personnel security assessment in relation to your security clearance.



6. AGSVA will not use or disclose your personal information to another person or organisation, other than those listed above, unless:
 - you have provided your consent;
 - it would reasonably be expected by you that such a disclosure would occur and the disclosure is related, or directly related to your security clearance;
 - disclosure is required or authorised by or under Australian law or a court / tribunal order;
 - a 'permitted general situation' exists as defined in section 16A of the *Privacy Act 1988* (Cth) in relation to the use or disclosure of the information; or
 - the use or disclosure of the information is reasonably necessary for one or more enforcement related activity conducted by, or on behalf of, an enforcement body.
7. In addition to the requirement for this form to be witnessed, if you are under 18 years of age, parental / guardian consent is also required.
8. Where parental / guardian consent is required, page three and four of the Security Clearance Informed Consent form must be printed and submitted to AGSVA.
9. Please note that your security clearance process cannot commence without a correctly completed Informed Consent form being submitted to AGSVA. AGSVA may arrange for the government agency that has sponsored your clearance to collect the completed form from you on its behalf. The inability to obtain a security clearance may have an adverse effect on your employment, where it is a condition of engagement to hold and maintain a security clearance.



Security Clearance Informed Consent

This acknowledgement is to be completed by all persons whose suitability to hold an Australian Government security clearance is to be assessed.

In addition to the requirement for this form to be witnessed, Parental / Guardian consent is required for clearance subjects who are minors (under 18 years of age).

| | |
|---|--|
| Full Name in Block Letters | |
| ANDREW JONATHON MARTIN | |
| Date of Birth | Place of Birth |
| 20/08/1997 | Toorak Gardens, South Australia, AUSTRALIA |
| Name of Current Organisation / Company / Agency | AGS Number |
| Student | |

I acknowledge that the following laws of the Commonwealth relating to official secrecy may apply to me:

- Sections 70, 77 and 79 of the *Crimes Act 1914* (Cth)
- Section 73A of the *Defence Act 1903* (Cth)
- Sections 90.1, and 91.1 of the *Criminal Code Act 1995* (Cth)
- Section 13 of the *Public Service Act 1999* (Cth).

I understand that all official information acquired by me in the course of my duties is the property of the Commonwealth. I will not publish or communicate any such information to another person in any form either during or after my service in or association with the Commonwealth, unless that disclosure is for official purposes. I further understand that any breach of laws regarding the safeguarding of official information is an offence, and may render me liable to criminal prosecution.

I appoint the Australian Government Security Vetting Agency as my agent, within the meaning of paragraph 488(2)(aa) of the *Migration Act 1958* (Cth), to be able to have my movement records made available to it and for those records to be used for the purposes of my security clearance.

I understand and acknowledge the security clearance assessment process is continuous and, accordingly, my personal information may be collected, used and disclosed whenever a security clearance I hold is active or being assessed for reactivation. I consent to the Australian Government Security Vetting Agency collecting and disclosing my personal information, including sensitive personal information, to and from:

- myself
- public records and public source information
- relevant Commonwealth, state or territory agencies (if applicable), in relation to any existing or previous security clearances held by me
- the government agency that has sponsored this clearance and any previous government agencies which have employed me or engaged me as a contractor, and any future sponsoring or vetting agencies while I continue to hold an Australian Government security clearance
- a government agency investigating any suspected or proven breaches of law or of Australian Government policy, including but not limited to any suspected breaches of the Australian Public Service Code of Conduct and allegations of fraud
- my current and previous employers, in both the public and private sectors
- the Australian Federal Police (AFP), and state and territory law enforcement agencies as appropriate
- the Australian Security Intelligence Organisation (ASIO), which is responsible for providing personnel security assessments as part of the security clearance process
- financial checking agencies
- third parties relevant to assessing and monitoring my ongoing suitability to hold and maintain an Australian Government security clearance, such as nominated and un-nominated referees and supervisors
- other service providers and sources, such as contracted vetting providers, financial institutions and medical or psychological practitioners, used during the clearance process and / or to resolve concerns identified in the vetting process

for the purposes of assessing and monitoring: my eligibility to hold any security clearance; my ongoing suitability to hold and maintain any security clearance granted; my ability to access Australian Government resources. I consent to the Australian Government Security Vetting Agency collecting and disclosing my personal information, including sensitive personal information, for other security purposes. I acknowledge the associated information set out in AGSVA's Privacy Statement.

I also acknowledge that it is my responsibility to notify the vetting agency of any changes in my circumstances. I understand that giving false or misleading information is a serious offence.

| | | |
|-------------------|---|------|
| Signature | | Date |
| | | |
| Witness | (A witness needs to be a person over the age of 18 who either knows the clearance subject personally or is satisfied as to their identity. It is requirement for the witness to sight the clearance subject signing this declaration; therefore the form must be signed by the clearance subject and witness on the same date.) | |
| Witness Signature | Witness printed name in full | Date |
| | | |



Parent / Legal Guardian Declaration (Parental / legal guardian consent is required if the clearance subject is under 18 years of age)

I acknowledge that the Commonwealth laws detailed on this Security Clearance Informed Consent form may apply to the person making this declaration who, at the time of making this declaration, is a minor (under 18 years of age).

I declare that I am a parent / legal guardian of the clearance subject who is under 18 years of age at the date this form is signed, and I give my consent for him / her to undertake the security clearance process being conducted by the Australian Government Security Vetting Agency (AGSVA).

I acknowledge that the security clearance process consists of a series of assessments and background checks to ensure that people entrusted with security classified resources:

- are eligible to have access;
- have had their identity established;
- are suitable to have access; and
- are willing to comply with the standards that safeguard those resources against misuse.

| | | |
|------------------------------|---|------|
| Parent or guardian signature | Parent or guardian printed name in full | Date |
| | | |



Statutory Declaration Act 1959

(1) Insert the name, address and occupation of person making the declaration.

I,
(1)

Printed name

Andrew Jonathon Martin

Address

33 Monalta Drive, Belair, South Australia, AUSTRALIA, 5052

Occupation

Student

(2) Set out matter declared to in numbered paragraphs.

make the following declaration under the Statutory Declarations Act 1959: (2)

1 - That the attached documents, as listed on the Schedule of Requirements, and all information provided for the security clearance process, relate to me, are complete and correct and are issued by the issuing authority without alterations.

2 - (If required, explanation as to why information or documentation has not been attached.)

I understand that a person who intentionally makes a false statement in a Statutory Declaration is guilty of an offence under Section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

(3) Signature of person making the declaration

Signature of person making the declaration (3)

(4) Optional: email address and/or telephone number of person making the declaration

Optional: email address and/or telephone number of person making the declaration (4)

(5) Place

(6) Day

(7) Month and year

Declared at

Place (Physical location at time of signing)
(5)

on

Day (6)

of

Month (7)

Year (7)

(8) Signature of person before whom the declaration is made (see over)

before me,

Signature of person before whom the declaration is made (8)

(9) Full name, qualification and address of person before whom the declaration is made (in printed letters)

(9)

Printed name of person before whom the declaration is made

Qualification of person before whom the declaration is made

Address of person before whom the declaration is made

(10) Optional: email address and/or telephone number of person before whom the declaration is made

Optional: email address and/or telephone number of person before whom the declaration is made (10)



Note 1: A person who intentionally makes a false statement in a Statutory Declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years - see Section 11 of the *Statutory Declarations Act 1959*.

Note 2: Chapter 2 of the Criminal Code applies to all offences against the *Statutory Declarations Act 1959*. See Section SA of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before-

(1) a person who is currently licensed or registered under a law to practice in one of the following occupations:

| | | |
|----------------------|------------------------|--|
| Architect | Chiropractor | Dentist |
| Financial adviser | Financial Planner | Legal practitioner |
| Medical practitioner | Midwife | Migration agent registered under Division 3 of Part 3 of the <i>Migration Act 1958</i> |
| Nurse | Occupational therapist | Optometrist |
| Patent attorney | Pharmacist | Physiotherapist |
| Psychologist | Trade marks attorney | Veterinary surgeon |

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

- a) A fellow of the National Tax Accountants' Association; or
- b) A member of any of the following:
 - i. Chartered Accounts Australia and New Zealand;
 - ii. the Association of Taxation and Management Accountants;
 - iii. CPA Australia;
 - iv. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more years of continuous service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list

Employee of the Australian Trade and Investment Commission who is:

- a) in a country or place outside Australia; and
- b) authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
- c) exercising the employee's function in that place

Employee of the Commonwealth who is:

- a) at a place outside Australia; and
- b) authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
- c) exercising the employee's function at that place

Engineer who is:

- a) a member of Engineers Australia, other than at the grade of student; or
- b) a Registered Professional Engineer of Professionals Australia; or
- c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
- d) registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of the Australia Defence Force who is:

- a) an officer
- b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service
- c) a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy



Member of the Governance Institute of Australia Ltd

Member of:

- a) the Parliament of the Commonwealth
- b) the Parliament of a State
- c) a Territory legislature
- d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public, including a notary public (however described) exercising functions at a place outside

- a) the Commonwealth
- b) the external Territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of:

- a) a State or Territory or a State or Territory authority
- b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth

Sheriff

Sheriff's officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution



PERSONAL DETAILS

Names by which I am, or ever have been, known (including changes by Deed Poll):

| | |
|-------------|-----------------|
| Family name | All given names |
| Martin | Andrew Jonathon |

Birth Details

| | |
|--------------------------|--------------------------------------|
| Gender | Male |
| Date of Birth | 20/08/1997 |
| Place of Birth | Toorak Gardens, South Australia, AUS |
| Birth Certificate Number | |

Telephone numbers

| | |
|------------|-----------|
| Primary | Secondary |
| 0415868641 | |

Passports and Travel Documents

| Issuing country | Disposal | Passport details | Period of validity |
|-----------------|----------|------------------|--------------------|
| | | | |

Australian Drivers Licence

| | |
|--------|-------------------------|
| Number | Issuing State/Territory |
| DT7569 | SA |

Firearms Licence Number

| | |
|--------|-------------------------|
| Number | Issuing State/Territory |
| | |

Addresses

| From | To | Type | Address |
|---------|---------|---------------------------|--|
| 12/2013 | | Current Permanent Address | 33 Monalta Drive Belair, South Australia AUSTRALIA, 5052 |
| 01/2013 | 12/2013 | Former Address | 7 Emma Court McCracken, South Australia AUSTRALIA, 5211 |
| 05/2012 | 01/2013 | Former Address | 43 Legune Avenue Leanyer, Northern Territory AUSTRALIA, 0812 |
| 2008 | 05/2012 | Former Address | 5 Gaden Circuit Jingili, Northern Territory AUSTRALIA, 0810 |



NATIONAL CRIMINAL HISTORY CHECK
CONSENT TO OBTAIN PERSONAL INFORMATION
(COMMONWEALTH COMPLETE EXCLUSION)

I, **Andrew Jonathon Martin**, hereby:

1. acknowledge that I have read the Spent Convictions Schemes section of the Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
2. understand that the position/entitlement for which I am being considered is in a category for which the following COMPLETE exclusion has been granted from the application of the Commonwealth Spent Convictions legislation and that ALL Commonwealth convictions and findings of guilt recorded or pending relating to me will be released. I understand disclosure of records from other Australian jurisdictions will occur in compliance with their own spent convictions legislation and release policies, including any exclusions:

Access to National Security Information Classified as SECRET or TOP SECRET
(Section 85ZZH(g) of the *Crimes Act 1914* (Cth), Schedule 4 of the *Crimes Regulations 1990*)

3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. acknowledge that the provision of false or misleading information is a serious offence;
5. acknowledge that I am providing information to the CrimTrac Agency (an Agency of the Commonwealth of Australia) and the Australia police services by consenting to AGSVA providing personal information about me from this Form;
6. consent to:
 - 6.1. the CrimTrac Agency disclosing personal information about me to the Australian police services;
 - 6.2. the Australian police services disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned; and
 - 6.3. the CrimTrac Agency providing the information disclosed by the Australian police services to the AGSVA in accordance with the laws of the Commonwealth; and
7. acknowledge that any information provided by me on this Form, or by the Australian police services, may be taken into account by the AGSVA in assessing my suitability for access to national security information classified as secret or top secret for which I am being considered.

Signature

Date

Parent / Guardian Consent - If you are under 18 years of age consent from a parent or guardian is also required.

Parent / Guardian Signature

Date

Parent / Guardian name printed in full

Note: The information you provide on this Form, and which the CrimTrac Agency provides to the AGSVA on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.



NATIONAL POLICE CHECKING SERVICE GENERAL INFORMATION

GENERAL INFORMATION

The Australian Government Security Vetting Agency (AGSVA) was established within the Defence Security Authority in response to an Australian Government decision to centralise its vetting function.

This Form is used by the AGSVA as part of the assessment process to determine whether a person is suitable to occupy a position with an Australian Government security clearance requirement. It is part of the security clearance process.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability to occupy a position with an Australian Government security clearance requirement. You may be required to complete another consent form in the future in relation to employment in other positions requiring an Australian Government Security Clearance.

NATIONAL CRIMINAL HISTORY CHECK

A national criminal history check is an integral part of the assessment of your suitability to occupy a position with an Australian Government security clearance requirement.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services¹ for checking action. By signing the Form you are providing your consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to the AGSVA; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to the AGSVA.

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

Section 85ZZH(g) of the *Crimes Act 1914* (Cth) prevents Commonwealth offences from being spent, allowing Commonwealth authorities to access, and take into account ALL Commonwealth offences for the purpose of assessing appointees or prospective appointees to a designated position. Regulation 8 of the *Crimes Regulations 1990* further authorises access by Commonwealth authorities to ALL Commonwealth offences for the purpose of assessing the suitability of a person to be employed, or otherwise engaged, in work that is likely to involve access to national security information classified as SECRET or TOP SECRET. Pursuant to the Protective Security Policy Framework the security clearance level that applies to a person to be employed/engaged in work potentially involving access to national security information classified up to SECRET is NEGATIVE VETTING LEVEL 1, and up to TOP SECRET is NEGATIVE VETTING LEVEL 2.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

¹ Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.



SPENT CONVICTIONS SCHEMES

Commonwealth

Part VIIC of the *Crimes Act 1914* deals with aspects of the collection, use and disclosure of old conviction information. The main element of this law is a "Spent Convictions Scheme". The aim of the Scheme is to prevent discrimination on the basis of certain previous convictions, once a waiting period (usually 10 years) has passed and provided the individual has not re-offended during this period. The Scheme also covers situations where an individual has had a conviction "quashed" or has been "pardoned".

A "spent conviction" is a conviction of a Commonwealth, Territory, State or foreign offence that satisfies all of the following conditions:

- it is 10 years since the date of the conviction (or 5 years for juvenile offenders); AND
- the individual was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months; AND
- the individual has not re-offended during the 10 years (5 years for juvenile offenders) waiting period; AND
- a statutory or prescribed exclusion does not apply. (A full list of exclusions is available from the Privacy Commissioner).

The law affects Commonwealth authorities in the following ways:

- a person with a conviction protected by Part VIIC does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies;
- Commonwealth authorities are prohibited from accessing, disclosing or taking into account spent convictions of Commonwealth offences.

Part VIIC of the *Crimes Act 1914* and *Crimes Regulations 1990* provide for "statutory" or "regulatory" exclusions that will prevent certain Commonwealth convictions from being spent in certain circumstances.

Other Australian police services

Where a criminal history record with another Australian police service has been obtained, any jurisdictional legislation (and/or release policy) affecting the disclosure of those records will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will not be released in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this Form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

It is a serious offence to provide false or misleading information.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the Form.