



## Blue Card Services Link to the department for nominees & directors of a licensed care service

*Working with Children (Risk Management and Screening) Act 2000*

This form is to be completed by an applicant/cardholder to advise they are undertaking a new, or additional, child-related activity as a nominee or director of a licensed care service with the Department of Child Safety, Seniors and Disability Services.

### 1. Applicant/cardholder's details

First name

Middle name

Last name

Date of birth

Current postal address

Suburb

State

Postcode

Telephone

Email

Account number or blue card number

Card expiry date

Card type (V, P, E)

### 2. Application type

Please indicate application type for the licensed care service:

Nominee

Director

### 3. Declaration

I declare that:

- The details provided in this form are true and correct; and
- I understand that it is an offence to provide a false or misleading statement or document.

Signature of applicant/cardholder

Date of signature

### 4. Authorised party's details

Central Screening Unit (CSU), Department of Child Safety, Seniors and Disability Services.

Org ID: 137037

### 5. Central screening unit details

File reference number

## Privacy notice

The Department of Justice and Attorney-General (DJAG) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000* (WWC Act).

Your personal information is being collected for the purpose of verifying your identity, processing and assessing your application for a blue/exemption card, including your eligibility to work with children, contacting you to provide or obtain more information about your application and the blue/exemption card process, producing and issuing your blue/exemption card, administering the blue card system and meeting your obligations under the WWC Act.

DJAG will disclose your personal information to organisations you work for, or expect to work for, or provide services to, including information about whether you have a current application for or hold a current blue/exemption card, the outcome of this application which may include its withdrawal or negative notice and if your blue/exemption card is subsequently suspended or cancelled.

DJAG will also disclose your personal information to courts, tribunals, prosecuting authorities, law enforcement agencies, regulatory, governing, disciplinary or supervisory bodies, other Australian agencies that conduct screening of people who work with children or vulnerable people, other government agencies to verify your identity, including the Department of Transport and Main Roads (TMR), and their card producer, to produce your blue/exemption card, DJAG's information and communication technology service providers for the purpose of system support and development, authorised users of the home-based care register which is kept pursuant to the WWC Act and anyone you have agreed for DJAG to discuss your application with. TMR will provide the photograph they hold of you to their card producer and your photograph will be displayed on your blue/exemption card.

Your personal information may be transferred overseas where you access DJAG online services from outside Australia, where a service provider who provides services to DJAG has servers located outside Australia and in exceptional circumstances for card production purposes. Some email service providers store emails outside Australia. If yours does, then emails sent to you by DJAG will be stored outside Australia.

DJAG publishes confirmation about whether your blue card is valid.

DJAG may use electronic communication to provide information and to collect information for research purposes.

DJAG manages your personal information in accordance with the WWC Act and the *Information Privacy Act 2009* and will not disclose your personal information to other third parties except in accordance with the WWC Act and the *Information Privacy Act* or where otherwise required by law.


## Human Rights

Section 58 of the *Human Rights Act 2019* (Qld) requires public entities to act compatibly with human rights. Blue Card Services will give proper consideration to relevant human rights in its decision making.

## Next step

Forms may be lodged by one of the following methods:

 **By email**  
cs\_licensing@cyjma.qld.gov.au

 **By post**  
Manager Child Safety Licensing  
Department of Child Safety, Seniors and Disability Services  
GPO Box 3405, Brisbane QLD 4001