

Overseas police record declaration

Faculty of Medicine, Dentistry and Health Sciences



THE UNIVERSITY OF
MELBOURNE

*This declaration applies to students who, since the age of 16, have resided in a country other than Australia for more than 12 months or have been a citizen or permanent resident of a country other than Australia. It does **not** replace the requirement for all students to obtain an Australian nationally coordinated criminal history check ("police check").*

Personal details

Student name:

Student ID:

Address:

Occupation:

(optional)

Email address:

(optional)

Phone no:

Declaration

I, the person listed above, make the following declaration under the *Statutory Declarations Act 1959*:

1. I declare that: *(mark an X in the applicable box)*

I **AM NOT**, in any country, currently under investigation, charged with or have ever been found guilty of a criminal offence (other than a minor traffic offence); or

I **AM** currently under investigation or have been charged or found guilty of a criminal offence (in any country). The details of such are recorded on page 2 of this document.

- I undertake to notify the University of Melbourne ("the University") if there are any changes to my police record, such as being investigated for, charged with, or found guilty of, a criminal offence in any country.
- I acknowledge that, in addition to this document, I am required to maintain a valid Australian police check for the duration of my clinical studies, as requested by the University.
- I understand that I may be required to provide evidence of my police history if requested by a placement host organisation.
- 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 made in this declaration are true in every particular.

Overseas police record declaration

Additional details

Details of my criminal investigations, charges and convictions are as follows (if applicable):

| Date of offence | Details |
|-----------------|---------|
| | |
| | |
| | |

(attach more pages if necessary)

Declared at:

(location)

Signature:

Name:

Date:

Authorised witness *(See Note 3 overleaf)*

Name:

Qualification:

Address:

Signature:

Date:

(optional)

Email:

(optional)

Phone:

Overseas police record declaration

Notes

- 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 5A of the *Statutory Declarations Act 1959*.
- Note 3: This declaration can only be witnessed by an approved person, as detailed by the Australian Government Attorney-General's Department: <https://www.ag.gov.au/Publications/Statutory-declarations/Pages/who-can-witness-your-statutory-declaration.aspx>
- Note 4: This document is produced by the University of Melbourne's Faculty of Medicine, Dentistry and Health Sciences (FMDHS). For more information, visit the Student Placements website: <https://mdhs.unimelb.edu.au/study/current-students/placements/students/requirements/police-os>

Privacy collection notice

The collection of personal information by the University of Melbourne (**University**) is governed by the *Privacy and Data Protection Act 2014 (Vic)* and *Health Records Act 2000 (Vic)* (together, **Privacy Laws**). The University is also considered to be a data controller for the purposes of the EU General Data Protection Regulation 2016/679 (**GDPR**) in relation to the collection of personal information from individuals located in the European Union (**EU**), while conducting certain activities. The University is committed to protecting your privacy and processing your personal information fairly and lawfully in compliance with the Privacy Laws and the GDPR, as applicable.

The University's Faculty of Medicine, Dentistry and Health Sciences is requesting the information on this form to administer the placement program included in the named student's enrolled program of study. You can contact us via email to health-hub@unimelb.edu.au or by phoning +61 3 8344 5890.

We are required to collect this information to satisfy our contractual obligations with external organisations providing placement opportunities. If you do not provide all the information requested on this form, it may not be possible to provide the student a clinical placement, which may affect their course progression.

The information you provide will be used by authorised University staff to coordinate and administer the named student's studies and may be made available to any assigned placement provider(s) so the provider can assess their suitability for placement. Your information may also be used by the University for analysis, quality assurance and planning purposes. If the student elects or is assigned a placement with an overseas placement provider, the information collected on this form may be communicated to that overseas organisation and will become subject to the privacy and data collection laws of the country in which that organisation operates. It will not otherwise be transferred outside Australia unless to an entity operating under equivalent privacy obligations. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law.

The University stores personal information in both electronic and paper based form and does not segregate or treat personal information differently based on your geographical location. The University takes all reasonable steps to ensure that the information we hold is accurate and complete, and that we implement and maintain appropriate technical and organisational security measures to protect personal information transmitted, stored or otherwise processed, from accidental or unlawful destruction, misuse, loss, alteration, unauthorised access or disclosure.

We will retain your personal information only for as long as required for the purpose it was collected and in accordance with our legislative obligations. This information is then securely destroyed in accordance with the [University's retention and disposal authority](#).

You may request access to, or correction of, information we hold about you, or exercise rights of access, rectification, erasure and other rights under the GDPR, at any time. Please refer to our [Privacy webpage](#) for information on how to contact us about privacy, how to lodge a complaint and for the contact details of the University's Privacy and Data Protection Officer.