

## Privacy Collection Statement Gift Offers

### Background

This privacy collection statement is published in accordance with the Information Privacy Principles in Schedule 1 of the Privacy and Data Protection Act 2014.

This agency is part of the public sector. As such, it complies with a range of laws and related obligations, including:

- the Public Administration Act 2004;
- the Minimum accountabilities for the management of gifts, benefits and hospitality issued by the Victorian Public Sector Commissions; and
- the Privacy and Data Protection Act 2014.

### Collection, retention and use of information

As part of this agency's compliance with its obligations and with good public sector governance practice:

1. If an individual or organisation offers a gift to a board member or employee of the agency as a result of that person's role with the agency, information about the offer will be recorded, retained, and used by the agency.
2. Details of the information that will be recorded, retained and used by the agency are set out in the agency's policy on Gifts, benefits and hospitality – responding to gift offers (gifts policy').
3. The agency's gifts policy is published on its external website.
4. As set out in its gifts policy, the agency publishes a 'de-identified' copy of its gifts register on its external website – currently there are five gifts entered on the gifts register (as at 25 June 2019).
5. The purpose of publishing the 'de-identified' copy of the agency's gifts register on its external website is to:
  - Promote transparency in public sector decision making; and
  - Comply with the Minimum accountabilities for the management of gifts, benefits and hospitality.

### Viewing information

If you have offered a gift to a board member or employee of this agency as a result of that person's role with the agency you can view the information that has been recorded by contacting the Business and Governance Services General Manager on 03 5232 9109.

Please note that, in accordance with the agency's gifts policy, whilst information on both 'reportable' and 'token' gifts (as defined in the policy) are recorded, retained and used by the agency:

- only information on reportable gifts is recorded in the gifts register
- steps have been taken to 'de-identify' personal information in the copy of the gifts register that is published on the agency's external website.

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