## Appendix 5 - 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.* 

The Victorian Environmental Water Holder (VEWH) 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 Commission; and
- the Privacy and Data Protection Act 2014,

## Collection, retention and use of information

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

- 1. If an individual or organisation offers a gift, benefit or hospitality to a Commissioner or employee of the VEWH as a result of that person's role with the VEWH, information about the offer and who made it will be recorded, retained, and used by the VEWH.
- 2. The purpose of collecting this information is to record details of gifts, benefits and hospitality in a register to ensure compliance with government policy, including to:
  - promote transparency in public sector decision making; and
  - comply with the *Minimum accountabilities* for the management of gifts, benefits and hospitality.
- 3. The VEWH's gifts policy is published on its external website www.vewh.vic.gov.au
- 4. As set out in its gifts policy, the VEWH publishes a 'de-identified' copy of its gifts register on its external website www.vewh.vic.gov.au

## **Viewing information**

If you have offered a gift to a Commissioner or employee of the VEWH as a result of that person's role with the VEWH you can view the information that has been recorded by contacting: <a href="mailto:general.enquiries@vewh.vic.gov.au">general.enquiries@vewh.vic.gov.au</a>

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

- only information on non-token gifts is included in the public register; and
- steps have been taken to 'de-identify' personal information in the copy of the gifts register that is published on the VEWH's external website.