

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: general.enquiries@vewh.vic.gov.au

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.