

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 VPA 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 VPA'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 VPA as a result of that person's role with the VPA, information about the offer will be recorded, retained, and used by the VPA.
2. Details of the information that will be recorded, retained and used by the VPA are set out in the Gifts, Benefits and Hospitality Policy ('gifts policy').
3. The VPA's gifts policy is published on its external website at vpa.vic.gov.au/governance
4. As set out in the gifts policy, the VPA publishes a 'de-identified' copy of its gifts register on its external website.
5. The purpose of publishing the 'de-identified' copy of the VPA'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 the VPA as a result of that person's role with the VPA you can view the information that has been recorded by contacting:

Matthew Thornley
 Governance & Corporate Information Manager
 (03) 9651 9600
matthew.thornley@vpa.vic.gov.au

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

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