

# Gifts, benefits and hospitality

## Responding to gift offers - (3) Privacy collection statement

Boards and employees of major DELWP agencies

Your agency's Privacy Collection Statement – Gift Offers should be consistent with this template.

It must be published on your agency's external website.

### Introduction

#### Who does this guidance note apply to?

This guidance note applies to board members and employees of the over 100 major public entities and other statutory boards, committees, councils, panels, etc. in the Department of Environment, Land, Water and Planning (DELWP) portfolio, including large (category 1 and 2) committees of management of Crown land reserves.<sup>1</sup>

#### Your agency's gifts policy

All agencies in the DELWP portfolio must have a policy on *Gifts, benefits and hospitality - responding to gift offers* (gifts policy) that applies to the agency's board members and employees.<sup>2</sup> Your agency's gifts policy should be consistent with the DELWP model policy.

### Privacy collection statement

As part of its gifts policy, your agency collects information about gift offers made by external sources (organisations and individuals) to board members and employees in the course of their role.

The *Data and Privacy Protection Act 2014* (the Act) requires your agency to take reasonable steps to ensure that individuals are aware when personal information about them is being collected. In particular, see the Information Privacy Principles in Schedule 1 of the Act.

To comply with this obligation, your agency must publish a *Privacy collection statement – gift offers* on its external website.

<sup>1</sup> For small (category 3) committees, see [www.delwp.vic.gov.au/committees](http://www.delwp.vic.gov.au/committees).

<sup>2</sup> Almost all DELWP agencies are public entities and are therefore subject to the *Public Administration Act 2004* and related obligations, including the *Minimum accountabilities for the management of gifts, benefits and hospitality* published by the Victorian Public Sector Commission.

# Responding to gift offers – (3) Privacy collection statement

Your agency's privacy collection statement should be consistent with DELWP's template statement.

If your agency does not have an external website, it should contact its DELWP relationship manager or team for advice.

## Further information

### On Board

For further information see the [Gifts, benefits and hospitality](#) support module in the [Governance guides and resources](#) section of DELWP's governance website, **On Board** ([www.delwp.vic.gov.au/onboard](http://www.delwp.vic.gov.au/onboard)). It includes the DELWP model policies and DELWP guidance notes, plus direct links to this topic on the Victorian Public Sector Commission website.

### DELWP relationship manager and team

DELWP also offers support to its agencies through its divisions and regional offices. Please contact your agency's usual DELWP relationship manager or team or phone the Customer Service Centre on 136 186.

© The State of Victoria Department of Environment, Land, Water and Planning 2016



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

ISBN 978-1-74287-744-0 (online - set)

22 December 2016 (version 1.00) – 10.00

#### Disclaimer

This publication may be of assistance to you but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

### Accessibility

If you would like to receive this publication in an alternative format, please telephone the DELWP Customer Service Centre on 136186, email [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au) or via the National Relay Service on 133 677 [www.relayservice.com.au](http://www.relayservice.com.au).

This document is also available on the internet at [www.delwp.vic.gov.au/onboard](http://www.delwp.vic.gov.au/onboard).

[insert name of agency]

## 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 Commission; 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 **[insert link]**.
4. As set out in its gifts policy, the agency publishes a 'de-identified' copy of its gifts register on its external website **[insert link]**.
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: **[insert contact details]**.

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; and
- 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.