

Privacy collection statement – gift offers

Gifts, benefits and hospitality

This *Privacy collection statement – gift offers* sets out how the department collects, retains and uses information about gift offers made to its employees (including other workplace participants) by an external source.

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 Department of Environment, Land, Water and Planning (department) is part of the public sector. As such, it complies with a range of laws and other 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 (*Minimum accountabilities*)
- the *Privacy and Data Protection Act 2014*.

Purpose of collection, retention and use of information

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

- If you (individual or organisation) offer a gift, benefit or hospitality (gift) to a departmental employee, or to their close friend, relative or associate, as a result of the employee's role with the department, then information about the offer will be recorded, retained and used by the department.¹
- The information that will be recorded, retained and used by the department is set out in the department's policy on *Gifts, benefits and hospitality*.
- The policy is published on the department's external website (www.delwp.vic.gov.au).
- As set out in the policy, a copy of the department's *Register of Reportable Gift Offers* (register), is also published on its external website.
- The purpose of collecting, retaining and using information about gift offers made to departmental employees (including publishing the register) is to help ensure our policy is effective and meet our legal obligations, including:
 - > comply with the *Minimum accountabilities*
 - > promote transparency, consistency and accountability in public sector decision-making.

¹ This term includes all workplace participants in the department.

Viewing information

If you (individual or organisation) have offered a gift, benefit or hospitality to a departmental employee, or to their close friend, relative or associate, because of the employee's role with the department you can view the information recorded by the department by contacting the FOI Unit, Department of Environment, Land, Water and Planning, PO Box 500 East Melbourne Victoria 8002 or foi.unit@delwp.vic.gov.au.

Please note that, in accordance with the department's policy:

- Information about both reportable and token gifts (as defined in the policy) is recorded, retained and used by the department.
- Only information about reportable gifts is recorded in the register. Steps are taken to de-identify personal information in the copy of the register published on the department's external website.
- Consistent with Victorian Public Sector Commission Guidance, the public register must include the position title and employing company of the person offering a reportable gift, if that gift is accepted.

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