



## 1.29 Information Privacy

Version 7.0

### 1. Purpose

This document outlines VICSES' obligations pertaining to the collection, management and disclosure of personal information.

### 2. Relevant to

All VICSES members

All contractors

### 3. Principle

VICSES is committed to the protection of the privacy of personal information. It will manage personal information in accordance with privacy laws.

### 4. Definitions

**Freedom of Information:** The *Freedom of Information Act 1982 (Vic)*, broadly, gives members of the public rights of access and correction in relation to documents about their personal affairs and the activities of the Victorian Government and its' agencies.

**Information Privacy Principles:** The Information Privacy Principles set out in Schedule 1 of the *Privacy and Data Protection Act 2014 (Vic)*. They outline how VICSES and other Victorian government agencies should collect, manage and disclose personal information. There are 10 Information Privacy Principles. See Guideline - 1.29-1 - *Information Privacy Principles* for more information.

**Personal Information:** means information or an opinion, whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. Personal information can be almost any information linked to an individual, including name, address, sex, age, financial details, marital status, education, criminal record or employment history.

### 5. References and Related Policies

*Privacy and Data Protection Act 2014 (Vic)*

*Health Records Act 2001 (Vic)*

*Freedom of Information Act 1982 (Vic)*

*Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)*

Office of the Victorian Information Commissioner's Guidelines to the Information Privacy Principles

Victorian Public Sector Code of Conduct

Policy - 1.11 - Culture & Conduct

Procedure – 1.11-1 – Misconduct & Grievance

Policy – 3.23 – Records Management

## 6. Responsibilities

All **staff**, **contractors** and **volunteers** are responsible for ensuring they observe and abide by the Information Privacy Principles set out in Schedule 1 of the *Privacy and Data Protection Act 2014* (Vic). These Principles are outlined in the accompanying *Guideline - 1.29-1 - Information Privacy Principles*.

The **Information & Records Manager** is responsible for promoting privacy law awareness throughout the organisation and for assisting with privacy issues and complaints.

## 7. Policy

As a public agency, VICSES must collect, manage and disclose personal information as part of its everyday operations. This is to be expected and not discouraged. VICSES must ensure, however, that the personal information it collects is managed in a way that ensures the ongoing privacy of the individuals concerned.

To this end, VICSES will only collect, manage and disclose personal information in accordance with the requirements of the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic) and the Information Privacy Principles, specifically.

Where possible, VICSES will endeavour to proactively embed privacy considerations into the design or implementation of new or amended systems and processes through the use of Privacy Impact Assessments.

Privacy breaches will be reported in accordance with *Procedure – 1.29-4 – Privacy Breach Notification* in order to mitigate their effects and prevent future occurrences.

Any complaints of a perceived breach of privacy in the workplace will be investigated by VICSES in accordance with *Policy - 1.11 - Culture & Conduct* and its associated *Procedure – 1.11-1 – Misconduct & Grievance* but will, ultimately, be judged against the requirements of the Information Privacy Principles.

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Committee

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