

## 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*.

Gippsland Water 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 Gippsland Water'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 Gippsland Water as a result of that person's role, information about the offer will be recorded, retained, and used by Gippsland Water.
2. Details of the information that will be recorded, retained and used by Gippsland Water are set out in the policy on *Gifts, benefits and hospitality – responding to gift offers* ('gifts policy').
3. The Gippsland Water gifts policy is published on its external website: <https://www.gippswater.com.au/residential/about-us/governance/policies-and-procedures/gifts-benefits-and-hospitality>.
4. As set out in its gifts policy, Gippsland Water publishes a 'de-identified' copy of its gifts register on its external website: <https://www.gippswater.com.au/residential/about-us/governance/policies-and-procedures/gifts-benefits-and-hospitality>
5. The purpose of publishing the 'de-identified' copy of the 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 Gippsland Water as a result of that person's role you can view the information that has been recorded by contacting the Manager Commercial Services.

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

- 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 Gippsland Water external website.