

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*.

East Gippsland Water is a 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 East 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, employee or contractor of the organisation as a result of the person's role with the organisation, information about the offer will be recorded, retained, and used by the organisation.
2. Details of the information that will be recorded, retained and used by the organisation are set out in the organisations policy on *Gifts, Benefits and Hospitality – responding to gift offers (gifts policy)*.
3. Our gifts policy is published on our website <http://www.egwater.vic.gov.au/>
4. As set out in our gifts policy, we publish a 'de-identified' copy of our gifts register on our external website <http://www.egwater.vic.gov.au/about-us/gifts/>
5. The purpose of publishing the 'de-identified' copy of our gifts register on our external website it to:
 - Promote transparency in the 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, employee or contractor of East Gippsland Water as a result of the person's role with the organisation you can view the information that has been recorded by contacting:

East Gippsland Water's Executive and Board Operations Officer on (03) 5150 4444 or alternatively egw@egwater.vic.gov.au

Please note that, in accordance with our gifts policy, whilst information on both 'reportable' and 'token' gifts (as defined in the policy) are recorded, retained and used by East 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 our external website.