

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:

1. If an individual or organisation offers a gift to a Board member, employee or contractor as a result of the person's role with East Gippsland Water, information about the offer will be recorded, retained, and published.
2. Details of the information that will be recorded, retained and used by the East Gippsland Water are set out in the policy on *Gifts, Benefits and Hospitality – responding to gift offers* (gifts policy).
3. East Gippsland Water's gifts policy is published at <http://www.egwater.vic.gov.au/about-us/gifts/>
4. As set out in the gifts policy, East Gippsland Water publish a 'de-identified' copy of its gifts register at <http://www.egwater.vic.gov.au/about-us/gifts/>
5. The purpose of publishing the 'de-identified' copy of the gifts register is to:
 - Promote transparency in public sector decision making; and
 - Comply with the public sector *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 the Corporate Secretary at 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.