

## 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*.

City West 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*;
- *Minimum accountabilities for the management of gifts, benefits and hospitality* issued by the Victorian Public Sector Commission; and
- *Privacy and Data Protection Act 2014*.

### **Collection, retention and use of information**

As part of City West 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 City West Water as a result of that person's role with City West Water, information about the offer will be recorded, retained, and used by City West Water.
2. Details of the information that will be recorded, retained and used by City West Water are set out in our *Gifts, Benefits & Hospitality Policy* ('gifts policy').
3. The gifts policy is published on our external website.
4. As set out in our gifts policy, we publish a 'de-identified' copy of our gifts register on our external website.
5. The purpose of publishing the 'de-identified' copy of our gifts register on our 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 City West Water as a result of that person's role with City West Water, you can view the information that has been recorded by contacting the Chief Financial Officer on 9313 8699.

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 City West 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.