

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*.

Western 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 Western Water's compliance with its obligations and with good public sector governance practice:

1. If an individual or organisation offers a gift, benefit or hospitality to a board member, executive, employee, contractor, consultant or any individual or group undertaking activity for or on behalf of Western Water as a result of that person's role with Western Water, information about the offer will be recorded, retained, and used by Western Water.
2. Details of the information that will be recorded, retained and used by Western Water are set out in Western Water's Gifts, Benefits and Hospitality Policy ('Policy').
3. Western Water's Policy is published on our external website.
4. Western Water publishes a 'de-identified' copy of the gifts register on our external website.
5. The purpose of publishing the 'de-identified' copy of Western Water's 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 issued by the Victorian Public Sector Commission.

Access to information

If you have offered a gift to a board member or employee of Western Water as a result of that person's role with Western Water you can request access to that information held by contacting us. We have a policy of providing informal access to small amounts, of easy to obtain, information that does not impinge on another person's privacy.

In some instances you may need to make an application under the Freedom of Information Act 1982. You are requested to provide us with as much detail as possible about the particular information sought in order for us to retrieve it. An application form and further information is available at our website www.westernwater.com.au. An application fee may apply.

Please note that, in accordance with Western Water's Policy, only information on 'non-token gifts' are recorded, retained and used by Western Water. Steps have been taken to 'de-identify' personal information in the copy of the gifts register that is published on Western Water's external website.