

# Privacy Collection Statement Builder

## Privacy and Data Protection Act 2014

Privacy Collection Statements must be provided to individuals any time you collect personal information from them. The table below outlines the six steps required to build an effective Privacy Collection Statement to ensure compliance with the Information Privacy Principles (IPP).

Step	IPP 1.3 Requirements	Suggested Wording	Explanation/Examples
1	The identity of the organisation	Collection statement should begin with:  The <i>(insert name of agency)</i> is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws.	Letterhead or other formal agency documentation (eg application forms) will have the agency name. If not using agency letterhead/forms ensure this information is in your collection statement.
2	The specific purposes for which the information is collected.	Insert: a) The information you provide will be used to <i>(put specific purpose or purposes here)</i>  and (if appropriate and required) b) Your contact details may be used by the agency or its contracted service providers under confidentiality agreements to survey you about your experience with the agency.	a) The purpose must be clearly stated and more specific than “administering revenue laws” “licencing” “planning”. You can include more than one purpose for collection. <i>Example:</i> <ul style="list-style-type: none"> <li><i>To manage the terms and conditions of your licence, provide you with information about any changes to licence terms and conditions or fees, and provide reminders for renewal.</i></li> </ul> b) This will allow the agency to conduct customer surveys if required. DO NOT insert this where legislation (eg. secrecy provisions) or operational requirements would not allow your agency to conduct customer surveys.
3	To whom generally (the types of individuals or organisations) the information will be routinely disclosed to.	Insert: The information you provide will be made available to <i>(insert specific organisation names, Ministers, names of relevant stakeholders etc. who will receive this information on a regular basis)</i>	If the information will be published (for example in a report) this needs to be stated and whether or not the information will be de-identified. The individual should be given the right to request confidentiality.

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4	Any law that requires the particular information to be collected.	Insert (if applicable): This information is being collected in accordance with <i>(quote specific legislation here).</i>	<b>Optional (there may not be a law that requires this collection).</b>
5	The main consequences (if any) for the individual if all or part of the information is not provided.	Insert (if applicable): If all requested information is not received, <i>(insert agency name)</i> will be unable to <i>(insert applicable transaction, application, etc that will not be able to be processed).</i>	<b>Optional (consequences may be nil or minimal).</b> <i>Example:</i> <ul style="list-style-type: none"> <li>• <i>For most licence/permit applications personal information about the applicant is required otherwise the licence/permit cannot be issued.</i></li> </ul>
6	Contact details and the fact that he or she is able to gain access to the information provided and collected by your agency.	Insert: You may access the information you have provided to <i>(insert agency name)</i> by contacting <i>(insert name and contact details of responsible person).</i>	This should be name and contact details (usually telephone number) for either a specific staff member (eg project manager) or for a specific team/unit that can respond to enquiries about this particular transaction.

For advice about the preparation of your collection statement or for review of your final statement, please contact your agency's privacy officer.