# Gifts, benefits and hospitality





[deeca.vic.gov.au](https://delwpvicgovau.sharepoint.com/Users/fionadurante/Downloads/deeca.vic.gov.au)

## Privacy collection statement

### *Your agency receives and publishes information about gift offers. This privacy collection statement can be published with your policy and register.*

## [Insert agency name]

## 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*.

This agency 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 this agency’s compliance with its obligations and with good public sector governance practice:

1. If an individual or organisation offers a reportable gift, benefit or hospitality to a board member or employee of the agency as a result of that person’s role with the agency, information about the offer and who made it will be recorded, retained, and used by the agency.
2. The purpose of collecting this information is to record details of reportable gifts, benefits and hospitality in an internal register to ensure compliance with government policy, including to:
	1. comply with the *Minimum accountabilities for the management of gifts, benefits and hospitality*; and
	2. promote transparency in public sector decision making.
3. The [insert name of agency]’s gifts policy is published here ***[insert link].***
4. As set out in the gifts policy, the agency publishes a de-identified copy of the gifts register on its external website ***[insert link]***, as required by the minimum accountabilities.
5. If you have offered a gift to a board member or employee of this agency as a result of that person’s role with the agency you can view the information that has been recorded by contacting: **[*insert contact details*]**.