

PRIVACY POLICY

Human Resources

1. Purpose of Policy

This Policy outlines the management of personal information, by the VEC, in the course of carrying out its functions. The VEC's main functions are detailed in the *Electoral Act 2002* (EA).

2. Scope

This Policy applies to all personal information collected, received and/or stored by the VEC with no exclusions. The *VEC Privacy Information and Guidelines* provide detailed information that supports this policy. This policy can be updated and amended from time to time by the VEC at its absolute discretion. Employees will be notified of any changes.

3. Policy Statement

The Victorian Electoral Commission (VEC) is committed to safeguarding and preserving the privacy of all personal information it receives, collects and stores. All personal information collected, received and stored by the VEC will be handled in accordance with this policy and all relevant legislation.

3.1. Collection of personal information

The VEC will only collect personal information that is reasonably necessary for the performance of its functions. The VEC will obtain this information through lawful, fair and not unreasonably intrusive means.

3.2. Use and disclosure

Unless authorised by the person, or by legislation, the VEC will use and disclose personal information only for the primary purpose for which it was collected, as outlined in the relevant collection notice provided at the time of collection.

Notification of authorised use and disclosure and of disclosure for a secondary purpose will be provided by notice directly (if reasonably practicable), on the VEC website, in the VEC Annual Report and in the *Privacy Policy Framework and Guidelines* associated with this policy.

3.3. Quality, access and correction

The VEC will make every reasonable effort to ensure that personal information it collects and/or stores is accurate, complete and up-to-date. Under the Victorian *Freedom of Information Act 1982*, any person has the right to seek access to their personal information held by the VEC and to make corrections.

3.4. Security of personal information

The VEC will make every reasonable effort to protect personal information from misuse, loss and unauthorised access, modification or disclosure.

4. Roles & Responsibilities

The Electoral Commissioner is responsible for ensuring the implementation of, and compliance with, this policy.

Queries relating to privacy of personal information at the VEC should be directed to the Privacy Officer at privacy@vec.vic.gov.au or 03 8620 1100.

5. Policy Endorsement

Date approved:	June 2013	Date Policy will take effect:	Existing	Date of Next Review:	June 2014
Approved by:	Management Group		TRIM #	D13/3110	
Custodian title:	VEC Privacy Officer				
Author:	Executive Services				
Responsible branch	Executive Services				
Supporting documents, procedures & forms of this policy:	Records Management Policy Privacy Information and Guidelines Inappropriate access to personal information reporting procedures Staff confidentiality agreement Electronic register system procedures Information Systems Security Policy				
References & Legislation:	<i>Public Records Act 1973</i> <i>Freedom of Information Act 1982</i> <i>Information Privacy Act 2000 (IPA)</i> <i>Information Privacy Principles</i>				
Audience:	VEC employees, appointees and contractors.				

Version control and change history

Version Control	Date Effective	Approved By	Amendment
1			