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| Personal information and  privacy consent form template |
| Appointment and Remuneration Guidelines |

### Contact us at *<recruitment contact email>* if you need assistance to complete this form.

### Appointment Details

|  |  |
| --- | --- |
| Department |  |
| Name of entity being appointed to | *<Name of entity to be completed by Department>* |
| Position / Appointment | *<Position title to be completed by Department>* |

Departments must treat all personal information you provide in support of your appointment application in accordance with the *Privacy and Data Protection Act* 2014 (Vic) (the PDP Act).

The Act outlines how personal information must be collected and handled in the Victorian public sector. The Act sets out Information Privacy Principles (IPPs) which must be observed by Victorian Government departments and other public sector bodies when handling personal information. These principles cover the collection, use, disclosure, quality, security, access and correction of personal information by public sector bodies.

The Victorian Government is committed to ensuring that Victorian Government boards reflect the diversity of the communities they serve. The Victorian Government collects diversity information about applicants and appointees to Victorian Government non-departmental entities to enable it to the monitor the diversity of appointments and to inform strategies to support greater diversity on Victorian Government boards.

The information that <Name of Department> (the Department) collects is consistent with the requirements under the [*Ensuring Good Governance and Transparency Through Integrity of Data on Victorian Government Appointments and Public Entities*](https://www.vic.gov.au/guideline-maintaining-data-about-victorian-entities-and-appointments)Administrative Guideline, issued under the *Public Administration Act 2004*(Vic).

### Personal information

Your information is being collected by the Department to help process and assess your application for the above appointment. It may also be used to contact you or provide you with other information in relation to board appointments from time to time.

If you are appointed:

* your information will be included in the Victorian Public Sector Commission’s Government Appointments and Public Entity Database, a secure system for storing information about public entities and members of public entity boards, Committees and Councils (this system is managed by the Victorian Public Sector Commission and hosted on a secure government server).
* your given name, family name, term of appointment, status as a member or Chairperson may be publicly released to the media, Members of Parliament, and will be made publicly available on the Victorian Public Sector Commission’s Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)) or on the Department’s website.
* your information will be used monitor the diversity of appointments to Victorian Government non-departmental entities and enable the Victorian government to develop strategies to improve the diversity of membership of Victorian Government boards.

The information that you provide below will be made available to those involved in the appointment recruitment and selection processes.

*Please respond to each of the following questions:*

|  |  |
| --- | --- |
| Given name | *Please enter given name* |
| Family name | *Please enter family name* |
| Date of Birth | *Please enter date of birth (day/month/year)* |
| Country of residence | *Please enter country of residence* |
| State/Territory | *Please enter the State or Territory that you reside in* |
| Postcode | *Please enter your residential postcode* |
| Telephone | *Please enter best contact number* |
| Email Address | *Please enter email address* |

*Please respond to each of the following questions noting that you may select ‘prefer not to say’:*

|  |  |  |
| --- | --- | --- |
| Gender | *Please select an option* | |
| *\*If you use a different term: Please specify* | |
| Do you identify as Aboriginal and/or Torres Strait Islander? | *Please select an option* | |
| Do you identify as belonging to the LGBTIQ+ community? | *Please select an option* | |
| Do you identify as a person with disability? | *Please select an option* | |
|  | *If so, would you like the department to contact you to discuss any reasonable adjustments? Please select an option* | |
| What country were you born in? | *Please specify country or indicate if you prefer not to say* | |
| What country or countries were your parent or parents born in? | ***Parent 1:*** *Please specify country or indicate if you prefer not to say*  ***Parent 2:*** *Please specify country or indicate if you prefer not to say* | |
| Do you identify as being culturally, religiously or linguistically diverse? | | *Please select an option* |
| Do you use a language other than English at home? | | *Please specify language or indicate if you prefer not to say or if not applicable* |

### Consent Form

*Please read and accept this consent form, which outlines the collection and use of your personal information.* *For more detail about how your information will be handled, please read* ***Notice under Information Privacy Principle 1.3*** *at pages [8]-[9] of this form.*

I, Applicants name, have expressed interest in being an appointee to <Name of entity to be completed by Department> and understand that the Department and the Victorian Public Sector Commission may collect and hold certain personal information, including sensitive information and health information (as defined in the *Health Records Act 2001* (Vic)), about me.

This information includes:

* my name and address;
* my date of birth and age;
* my gender;
* whether I identify as Aboriginal and/or Torres Strait Islander;
* whether I identify as belonging to the lesbian, gay, bisexual, trans or gender diverse, intersex , queer or questioning (LGBTIQ+) community;
* what country I was born in;
* what country or countries my parents were born in;
* what language I speak at home; and
* whether I identify as having a culturally, religiously or linguistically diverse background; and
* whether I identify as a person with disability.

This information is subject to the Information Privacy Principles (IPPs) in the PDP Act.Under IPP 1, the Department and the Victorian Public Sector Commission must take reasonable steps to ensure that I am aware of:

* the body’s contact details and how to contact it;
* the fact that I am able to get access to personal information about me;
* the purposes for which the information is collected;
* to whom that information is usually disclosed;
* any law requiring the information to be collected; and
* the consequences for me if the information is not collected.

I have read the “**Notice under Information Privacy Principle 1.3**” which is provided with this consent form.

I am aware of the contact details for the Department and the Victorian Public Sector Commission.

I understand that I can seek access to personal information collected about me and can request the Department or the Victorian Public Sector Commission to correct and update it.

**Purpose of collection**

I understand that the information is being collected and used to:

* process and assess my application for the appointment;
* if I consent, share my information with other Victorian Government departments for the purposes of enabling the relevant Minister to consider me for appointment to other boards;
* monitor the diversity of appointments to Victorian Government non-departmental entities;
* enable the Victorian government to develop strategies to improve the diversity of membership of Victorian Government boards;
* manage dealings with me (for example to contact me or to provide me with other information from time to time);
* be included in the Victorian Public Sector Commission’s Government Appointments and Public Entity Database, a secure system for storing information about public entities and members of public entity boards, Committees and Councils (this system is managed by the Victorian Public Sector Commission and hosted on a secure government server);
* be included in the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)). Please refer to that website for the applicable privacy statement. Information published on this site includes: given name and family name, term of appointment, and status as a member or Chairperson.

**Disclosure**

For these purposes I understand that the information is usually disclosed to:

* Victorian Government departments and authorised officers nominated by the Secretary of the Department or his or her delegate;
* authorised officers of the Victorian Public Sector Commission (nominated by the Victorian Public Sector Commissioner or his or her delegate) for inclusion in the recruitment system, the Government Appointments and Public Entity Database and the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au));
* the Cabinet or any member of it for the purpose of assessing my application and monitoring the diversity of appointments made to Victorian Government entities;
* if I consent, I understand that the Department may share my information with other Victorian Government departments for the purposes of enabling the relevant Minister to consider me for appointment to other boards; and
* if appointed, I understand my name, term of appointment and status as member or Chairperson may also be released to the media, placed on the Department website, provided to Members of Parliament or made publicly available on the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)).

Information is otherwise used in accordance with the PDP Act.

Information on the Government Appointments and Public Entity Database is used to:

* communicate with non-departmental entities about whole of government initiatives and policies;
* monitor upcoming board vacancies;
* monitor the diversity of appointments to Victorian Government entities;
* inform strategies to improve the diversity of membership of Victorian Government boards;
* publicly report aggregated and de-identified information about the diversity of membership of Victorian Government boards;
* allow the Victorian Public Sector Commission to use information on the Government Appointments and Public Entity Database for research purposes and to plan improvements to governance processes for Victorian public sector entity boards; and
* allow the Victorian Public Sector Commission to draw select and limited information (described below in the consent section of this form) from the Government Appointments and Public Entity Database and for this select and limited information to be made publicly available on the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)) and;
* publicly report the name, term and status as Chairperson of appointees to public sector and non-departmental entities.

Information on the eRecruitment system, Join a Public Board, is used to:

* process and assess your application for appointment;
* manage dealings with you;
* monitor the diversity of applicants and appointees to Victorian Government entities;
* inform strategies to enhance the diversity of membership of Victorian Government boards;
* enable Ministers and other Victorian Government departments to consider and contact applicants who have applied for other roles:
* for research purposes to plan improvements to governance processes for Victorian public sector entity boards; and
* to allow the Victorian Public Sector Commission to draw select and limited information about appointments (name, term and status as member or Chairperson) and for this information to be made publicly available on the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)).

I understand that, for reasons of personal safety, the composition of some public sector/non-departmental entities will not appear on the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)), and that I can discuss this with the Secretary of the department or his or her delegate if I think this is relevant to me.

I understand that my refusal to consent to the collection and disclosure of information described in this consent form may impact on my being considered for an appointment and may impair the ability of departments/agencies to monitor and develop strategies in relation to the diversity of board appointments.

**Consents**

I consent to the Department and the Victorian Public Sector Commission collecting, using and holding all personal information that I have provided (including sensitive and health information), and sharing it with other Victorian Government departments, agencies or Cabinet, in accordance with the PDP Act, for the purposes outlined in this consent form.

I understand that the information I have provided in my application may be submitted to the Victorian government’s eRecruitment system, Join a Public Board, for the purposes of assessment and selection.

I understand that recipients of my personal information provided as a result of this consent will remove as far as practicable any potential information identifying me individually as part of their reporting requirements.

I consent to the following information being made publicly available to the media, Members of Parliament, on the Department website and on the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)) if I am appointed to a particular entity:

* my given name and family name;
* the name of the entity;
* the term of my appointment; and
* my status as a member or Chairperson.

*Information provided about other individuals in my Curriculum Vitae and any other documentation included in my application.*

I acknowledge that when I provide personal information about other individuals such as referees, the Department relies on me to make those other individuals aware that such information will or may be provided to the Victorian Government, the relevant purposes that Victorian Government will use it for, and how they can access it.

**I confirm that I have read, understood, and accept the Notice under Information Privacy Principle 1.3** *Please select an option*

**I consent to providing my personal information, including sensitive and health information** *Please select an option*

**[OPTIONAL] I agree to the Department sharing my information with other Victorian Government departments for the purposes of enabling the relevant Minister to consider me for appointment to other boards** *Please select an option*

**The following restrictions apply to the distribution of the information I have provided to you:** *Please specify restrictions (if any) that apply to the information or specific parts of it.*

Signed:

Date: Click or tap to enter a date.

**NOTICE UNDER INFORMATION PRIVACY PRINCIPLE 1.3**

**About this Privacy Collection Notice**

This Privacy Collection Notice provides you with an account of the ways in which your personal information is collected and handled by the Department. Providing you with notice about the collection and handling of your personal information is a requirement under the *Privacy and Data Protection Act 2014* (Vic) (PDP Act).

**Ensuring Good Governance and Transparency Through Integrity of Data on Victorian Government Appointments and Public Entities Administrative Guideline**

The Administrative Guideline ([www.vic.gov.au/guideline-maintaining-data-about-victorian-entities-and-appointments](http://www.vic.gov.au/guideline-maintaining-data-about-victorian-entities-and-appointments)) issued by the Secretary of the Department of Premier and Cabinet under section 36A of the *Public Administration Act 2004* (Vic) sets out the mandatory information about non-departmental entities and appointments that departments must enter into the Government Appointments and Public Entities Database.

**Collection and holding of personal information**

If you are appointed to the <Name of entity to be completed by Department>, the Department and the Victorian Public Sector Commission will manage your personal information provided in the consent form in accordance with the PDP Act and the *Public Records Act 1973* (Vic). Your information is accessible to you, and can be obtained by making a request to the Department and the Victorian Public Sector Commission. The information collected and used for the purposes identified in this consent form and will not be disclosed to any other person or body other than those identified in the consent form, or where authorised or required by law.

**Disclosure of personal information**

The personal information you provide will be used by the Department to process and assess your application. In order to assess your application, your personal information may be provided to the Victorian Public Sector Commission and stored on the government’s eRecruitment system, Join a Public Board ([boards.vic.gov.au](https://www.boards.vic.gov.au/)). Your personal information may also be disclosed to the Cabinet or any member of it for use for the purposes of considering your application, monitoring the diversity of appointments to Victorian Government boards and annual reporting.

With your consent, the Department may provide the personal information identified in this consent form to another Victorian government department or entity, for the purposes of appointments to other public sector/ non-departmental entity boards with other departments or entities.

If you are appointed to a position on a Victorian public sector entity or non‑departmental entity, your personal information will be entered into the Government Appointments and Public Entity Database. This database is managed by the Victorian Public Sector Commission and information stored on this database is used for the purposes of reporting to the Victorian Government departments, Members of Parliament and Cabinet.

If you are appointed, the following information may be publicly released to the media, Members of Parliament, and will be made publicly available on the Victorian Public Sector Commission’s Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)) or on the Department website:

* Your given name and family name
* The name of the entity
* The term of your appointment; and
* Your status as a member or Chairperson

A refusal to provide and consent to the use of the personal information requested as part of the appointment process may result in greater difficulty in monitoring and developing strategies in relation to the diversity of appointments Victorian Government entities.

**Information security**

The Department and the Victorian Public Sector Commission have implemented technology and security policies, rules and measures to protect the personal information that it has under its control from unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss. The Department and the Victorian Public Sector Commission will remove personal information from its system where it is no longer required (and in accordance with the *Public Records Act 1973*).

| **Contact us** | |
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| <Privacy Information Officer>  <Name of Department>  <Address line 1>  <Address line 2>  Email: <Department email address> | Privacy Information Officer  Victorian Public Sector Commission  3 Treasury Place  Melbourne VIC 3002  Email: info@vpsc.vic.gov.au |

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