

SRW 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*.

Southern Rural Water (SRW) 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 SRW's compliance with its obligations and with good public sector governance practice:

1. If an individual or organisation offers a gift to a board member or employee of SRW as a result of that person's role with the SRW, information about the offer will be recorded, retained, and used by SRW.
2. Details of the information that will be recorded, retained and used by SRW are set out in SRW's Gifts, Benefits and Hospitality Policy (gifts policy).
3. SRW's gifts policy is published on its website www.srw.com.au.
4. As set out in its gifts policy, SRW publishes a 'de-identified' copy of its gifts register on its website www.srw.com.au.
5. The purpose of publishing the 'de-identified' copy of SRW's gifts register on its website is to:
 - promote transparency in public sector decision making; and
 - comply with the *Minimum accountabilities for the management of gifts, benefits and hospitality*.

Viewing information

If you have offered a gift to a board member or employee of SRW as a result of that person's role with SRW you can view the information that has been recorded by contacting SRW's Corporation Secretary.

Please note that, in accordance with SRW's Gifts, Benefits and Hospitality Policy, whilst information on both 'reportable' and 'token' gifts (as defined in the policy) are recorded, retained and used by SRW:

- only information on reportable gifts is recorded in the gifts register; and
- steps have been taken to 'de-identify' personal information in the copy of the gifts register that is published on SRW's website.

Register of Gifts, Benefits and Hospitality offered to SRW, SRW Website

Date offered	Offered to	Offered by	Description of gift (e.g. lunch, Christmas hamper - don't include any identifying information)	Estimated value	Decision regarding gift
	(include role only e.g. employee/ board member)	(include organisation type e.g. supplier/industry stakeholder)			
1/07/2016	board member	supplier	event invitation	\$450	declined
28/07/2016	board member	supplier	event invitation	\$300	declined
24/10/2016	board member	supplier	event invitation	\$300	declined
14/11/2016	board member	supplier	event invitation	\$200	declined