## Appendix 2 – Privacy consent form template

**Consent Form**

I, …………………………………………<*name*>, have expressed interest in being an appointee to the ………………………………………………………………………………*<name of entity being appointed to>* and understand that the <*department name>* and the Victorian Public Sector Commission may collect and hold certain personal information about me including:

* my name and address;
* my date of birth and age;
* my gender;
* whether I live in rural or regional Victoria;
* whether I identify as Aboriginal or Torres Strait Islander;
* whether I or my parents were born in Australia;
* whether I speak a language other than English at home; and
* whether I have a culturally diverse background other than that indicated in the previous questions; and
* whether I identify as a person with a disability.

This information is subject to the Information Privacy Principles (IPPs) found in the *Privacy and Data Protection Act 2014* (Vic)(PDP Act).Under IPP 1, the <*department name>* 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 name>* and the Victorian Public Sector Commission.

I understand that I can seek access to personal information collected about me and can request the <*department name*> 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;
* share my information with other Victorian Government departments for the purposes of enabling the relevant Minister to consider me for appointment to other boards;
* enable the Victorian Government to monitor the diversity of appointments to and composition of entities to which the Government may make appointments;
* 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; first name and surname, term of appointment, 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 <*department name*> for use only for the purposes of annual reporting;
* the Cabinet or any member of it for use only for the purposes of annual reporting;
* 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 <*department name*> 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:

* Enable the Victorian Government to monitor the diversity and profile of appointments to, and composition of, public sector entity boards to which the Government may make appointments;
* 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)).
* Publicly report the name, term and status as Chairperson of appointees to public sector and non-departmental entities.

Information on the eRecruitment system is used to:

* process and assess your application for appointment;
* manage dealings with you;
* enable the Victorian Government to monitor the diversity of applications for appointments to entities to which the Government may make appointments;
* 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 monitoring of the diversity of board appointments and their composition.

**Consents**

I consent to the <*department name>* and the Victorian Public Sector Commission collecting, using and holding that 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 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 name*> 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 first name and surname;
* 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 name>* 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.

**Consideration for appointments to other public sector/ non-departmental entities in other departments**

□ I agree/ □ I do not agree *(cross which is applicable)* 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.

The following restrictions apply to the distribution of the information I have provided to you:

*(Insert restrictions (if any) which apply in relation to the information or specific parts of it)*

Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 <*department name*>. 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).

**Collection and holding of personal information**

If you are appointed to the <*name of the entity being appointed to*>, the <*department name>* 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*. Your information is accessible to you, and can be obtained by making a request to <*department name>* 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 <*department name*> to 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, Get on Board (getonboard.vic.gov.au). Your personal information may also be disclosed to the Cabinet or any member of it for use only for the purposes of considering your application and annual reporting.

With your consent, <*department name*> may provide the 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 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 name*> website:

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

**Information security**

The <*department name>* 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 name>* 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*).

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 the monitoring of the diversity of board and other bodies’ appointments and their composition.

|  |  |
| --- | --- |
| **Contact us** | |
| <Privacy Information Officer>  <department name>  <Address line 1>  <Address line 2>  Telephone:  Email: | Privacy Information Officer  Victorian Public Sector Commission  3 Treasury Place  Melbourne VIC 3002  Telephone: 9651 1321  Email: info@vpsc.vic.gov.au |