

**The Department of Primary Industries is committed to the sustainable development of primary industries for the benefit of all Victoria.**

**This Information Privacy Policy describes the way personal information will be handled by the Department of Primary Industries.**

If you wish to access or correct information about you that is held by DPI, wish to make a complaint or if you require further information about privacy, please contact:

Manager Privacy  
Department of Primary Industries  
PO Box 4440  
Melbourne 3001

Telephone: (03) 9658 4030  
Fax: (03) 9658 4006  
Email: [dpiprivacy.enquiries@dpi.vic.gov.au](mailto:dpiprivacy.enquiries@dpi.vic.gov.au)

Further copies of this policy are available by contacting the Customer Service Centre on 136 186.

For information on the Department of Primary Industries visit [www.dpi.vic.gov.au](http://www.dpi.vic.gov.au) or call the Customer Service Centre on 136 186.



## Information Privacy Policy

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### Disclaimer

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The Department of Primary Industries (DPI) values and protects the personal information it collects in the course of undertaking its responsibilities in the areas of agriculture, fisheries, and minerals and petroleum.

DPI is bound by the *Information Privacy Act 2000* and the *Health Records Act 2001*, as well as other laws which impose obligations in regard to the handling of information. The object of the privacy legislation is to balance the public interest in the free flow of information with the public interest in respecting privacy and protecting personal information in the public sector.

### Personal Information

Personal information is information about you whether fact or opinion from which your identity could reasonably be ascertained. The amount and type of personal information DPI collects about you depends upon the nature of our relationship with you and your requirements from us.

### Collection of Personal Information

DPI collects only personal information that is necessary for it to manage or administer its functions or services. These functions and services include:

- compliance with legislation regulating Agriculture, Fisheries and Minerals and Petroleum;
- administration of licences and permits;
- enhancement and promotion of agricultural commodities, commercial and recreational fishing opportunities and extractive, oil, gas and mineral industries;
- encouragement and delivery of new and innovative technologies contributing to the sustainable use of our natural resource base.



Information is collected wherever possible from you directly. Our aim is to collect it lawfully, fairly and without undue intrusion. At the time the information is collected, DPI will advise you of the purpose for which the information is collected, of any other organisations that may have access to the information, any law that requires the information to be collected and whether there are any consequences of not providing the information.

If DPI needs to collect sensitive personal information about you; (that is information about racial or ethnic origin, political opinions or associations, religious and philosophical beliefs and associations, trade union or professional association, sexual preferences and practices or criminal record) your consent will be sought to do so.

### Use and Disclosure of Personal information

Generally DPI uses information only for the purpose for which it was collected or a related purpose you would reasonably expect (in the case of sensitive information a directly related purpose) unless you have consented for another specific use. In some circumstances DPI is required or authorised by law to release information to other government agencies, law enforcement bodies or to prevent a serious and imminent threat to an individual's life, health, safety or welfare.

### Data Quality

DPI will seek wherever possible to ensure that the personal information they collect, use or disclose is accurate, complete and up to date. In many instances DPI relies upon you to provide accurate and complete information and to advise the Department should your circumstances change over time.

### Data Security

DPI will endeavour to protect your personal information from misuse, loss, unauthorised access, modification or disclosure and securely destroy or de-identify personal information when it is no longer needed for any purpose.

### Access and Correction

You have a right to access and correct information about you that is held by DPI. In most cases requests for access will be administered through the Freedom of Information process, particularly those requests that involve information about commercial activities or in some way affect the privacy of another individual. Very simple requests that involve only information relating to you which is easy to retrieve and of a small quantity may be dealt with informally.

For information about Freedom of Information requests, telephone (03) 9658 4030 or email [dpifoi.enquiries@dpi.vic.gov.au](mailto:dpifoi.enquiries@dpi.vic.gov.au).

### Unique Identifiers

A unique identifier is a code consisting of alphabet characters and numerals (not a person's name) which is applied to an individual and distinguishes them from other individuals, for example a drivers licence number. DPI does not assign, use or disclose unique identifiers to individuals unless it is necessary to do so to carry out one of its organisational functions efficiently and do not use as its own identifier an identifier assigned by another organisation for another purpose.

### Anonymity

Wherever it is practicable and lawful DPI seeks to allow you to interact anonymously with the Department.

### Interstate Transfer of Information

DPI only transfers personally identifying information outside the state of Victoria where this is required for the purpose for which it was collected and seeks to ensure it is afforded the same level of privacy protection it would receive in Victoria.

### Health Information

DPI protects health information in accordance with the requirements of the *Health Records Act 2001*.

### Complaints

If you consider that your privacy has been breached or interfered with you can make a complaint by contacting the Manager Privacy, Department of Primary Industries.

