

The text in the template below is a guide to assist you to develop a collection notice. The collection notice should be tailored to the circumstances and made available at the time of requesting **ANY** personal information.

Verbal notice

In circumstances where information is being collected verbally and added to a form or survey, for example at a public event while offering to add someone to a mailing list, the Collection Notice should be available for the information provider to read themselves or be read aloud by the collector. When the provider is not writing the details themselves, they **MUST** be asked if they understand and agree to their information being collected.

Security and Storage

Consideration also needs to be given to where the information will be stored, how long it will be stored for, when and how it will be disposed of and who will be able to access it. This information **MUST** be added to the [QMS 039 REG - Protective Data \(Private Information\) Register](#).

Instruction

1. All **BLUE text** below must remain in the Collection Notice.
2. **Yellow highlighted text** is to be replaced with details specific to the collection circumstances.
3. **Blue highlighted text** can be removed **ONLY** if it is not relevant to the collection.
4. Remove all highlights and adhere to Mallee CMA Style Guide.

Privacy and Data Collection Notice

Mallee CMA values and is committed to protecting your personal information in accordance with the principles of the Victorian privacy laws.

The information you provide will be used to:

- [include the specific purpose for collecting the personal information]
- [include any other specific purpose]

Other than as permitted by law, Mallee CMA will not disclose or use personal information for any purpose other than that for which it is collected.

We [may/will] share this information with:

- [another organisation/individual], in order to [include the specific purpose the personal information is disclosed].

You are required to provide this information as a result of [include the legal basis for the compulsory collection if applicable].

If you choose not to provide [type of personal information], we will [include the consequence of not providing this type of personal information].

If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact Mallee CMA on 03 5001 4600 or foi@malleecma.com.au.

Further information

[OPOL 046 – Privacy and Data Protection Policy](#) and [OVIC Collection Notices](#).

For advice about the preparation of your collection statement or for review of the final statement, please contact [Geri Thwaites](#), Quality & Compliance Coordinator.

The table below provides further explanation and examples.

Privacy Collection Statement Builder

Privacy Collection Statements must be provided to individuals any time you collect personal information from them. The table below outlines the six steps required to build an effective Privacy Collection Statement to ensure compliance with the Information Privacy Principles (IPP).

Step	IPP 1.3 Requirements	Suggested Wording	Explanation/Examples
1	The identity of the organisation	Collection statement should begin with: The Mallee CMA is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws.	Letterhead or other formal agency documentation (eg application forms) will have the agency name. If not using agency letterhead/forms ensure this information is in your collection statement.
2	The specific purposes for which the information is collected	Insert: a) The information you provide will be used to (put specific purpose or purposes here) and (if appropriate and required) b) Your contact details may be used by the agency or its contracted service providers under confidentiality agreements to survey you about your experience with the agency.	a) The purpose must be clearly stated and more specific than “administering revenue laws” “licencing” “planning”. You can include more than one purpose for collection. Example: To manage the terms and conditions of your licence, provide you with information about any changes to licence terms and conditions or fees, and provide reminders for renewal. b) This will allow the agency to conduct customer surveys if required. DO NOT insert this where legislation (e.g. secrecy provisions) or operational requirements would not allow your agency to conduct customer surveys.
3	To whom generally (the types of individuals or organisations) the information will be routinely disclosed to	Insert: The information you provide will be made available to (insert specific organisation names, Ministers, names of relevant stakeholders etc. who will receive this information on a regular basis) .	If the information will be published (for example in a report) this needs to be stated and whether or not the information will be de-identified. The individual should be given the right to request confidentiality.
4	Any law that requires the particular information to be collected	Insert (if applicable): This information is being collected in accordance with (quote specific legislation here) .	Optional (there may not be a law that requires this collection).
5	The main consequences (if any) for the individual if all or part of the information is not provided	Insert (if applicable): If all requested information is not received, Mallee CMA will be unable to (insert applicable transaction, application, etc that will not be able to be processed) .	Optional (consequences may be nil or minimal). Example: For most licence/permit applications personal information about the applicant is required otherwise the licence/permit cannot be issued.
6	Contact details and the fact that he or she is able to gain access to the information provided and collected by your agency	Insert: You may access the information you have provided to Mallee CMA by contacting (insert name and contact details of responsible person) .	This should be name and contact details (usually telephone number) for either a specific staff member (e.g. project manager) or for a specific team/unit that can respond to enquiries about this particular transaction.