

Multiple Organisation Protective Data Security Plan

Victorian Protective Data Security Framework

This information sheet provides guidance for organisations on how to submit a multiple organisation Protective Data Security Plan (**PDSP**) for the 2018 - 2020 VPDSF reporting period.

Please note: This advice is not for use by school councils or cemetery trusts. If you are a school council or cemetery trust that has any questions regarding your reporting obligations, please refer to your department portfolio.

In some instances, an organisation (**primary organisation**) may submit a consolidated PDSP and provide an attestation on its own behalf, **and** on behalf of, one or more public sector agencies or bodies.

This may be based upon a portfolio model where agencies or bodies fall within the portfolio of a department, or where organisations of a similar form or function choose to consolidate their efforts e.g. water sector.

The key entities involved in this process include:

- OVIC;
- Primary organisation; and
- Subsidiary organisation(s).

The process for multiple organisation (**multi-org**) reporting is as follows:

1. The primary organisation will write to security@ovic.vic.gov.au with their intention to complete a multi-org PDSP on behalf of another / other organisations by **Friday 29 May 2020**.
2. OVIC will:
 - a. Prepare and send a VPDS multi-org reporting pack to the primary organisation which includes:
 - i. a multi-org PDSP template;
 - ii. an Organisational Profile Assessment (**OPA**) template to be completed for each subsidiary in consultation with the respective organisation(s);
 - iii. a list of organisations requested to be reported on behalf of;
 - iv. advice regarding the ongoing data security obligations of the subsidiary

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- organisation(s); and
- v. instructions on how to fill in some fields of the PDSP template when considering multiple organisations.
- b. Send an email to the subsidiary (cc primary organisation) informing them that OVIC has received notification that the primary organisation is intending to include them under their PDSP submission. The email will also request the subsidiary to acknowledge that it:
- i. will be covered under the primary organisation PDSP submission;
 - ii. has undertaken a Security Risk Profile Assessment (**SRPA**); and
 - iii. has a local work plan that supports the primary organisation's PDSP.
3. The public sector body Head (or authorised person) of the subsidiary organisation will acknowledge their ongoing data security obligations above to OVIC.
4. The primary organisation, in consultation with the respective subsidiary organisation(s), will complete and submit the following to OVIC by **31 August 2020**:
- a. a multi-org PDSP;
 - b. an OPA for each subsidiary organisation covered under the PDSP; and
 - c. a list of organisations covered under the multi-org PDSP (Part E of the multi-org PDSP template).
5. The primary organisation will send a copy of the completed PDSP to their subsidiary organisation(s) to assist with the subsidiary organisation's local work plan.

Further information

Contact us

t: 1300 00 6842
e: enquiries@ovic.vic.gov.au
w: ovic.vic.gov.au