Instructions

The purpose of this attestation is to confirm/reaffirm that the agency or body is continuing its program of security activities to address the Victorian Protective Data Security Standards as reported to the Office of the Victorian Information Commissioner through their high-level Protective Data Security Plan (PDSP).

This document comprises two Parts:

**Part A:** Agency or Body details

**Part B:** Attestation

Specific notes on using this template:

**Single Organisation** – This template should be used where an organisation submits an attestation on its own behalf only.

Collection of personal information

This form collects personal information in the way of contact details. This includes name and contact details for the purposes of maintaining up to date records by OVIC and follow up.

Where you provide personal information, OVIC may use it to send you confirmation of receipt of the form, or seek clarification on the contents of the form.

When submitting your form via email, we may be able to identify you from your email address.

OVIC will not disclose your personal information without your consent, except where required or authorised to do so by law. You may contact OVIC to request access to any personal information you have provided to us by emailing enquiries@ovic.vic.gov.au.

For further information on how OVIC handles personal information, please review our privacy policy[[1]](#footnote-1).

Part A

Agency or Body details

|  |  |
| --- | --- |
| **Name of public sector agency or body** |  |
| **Name of public sector body Head**(e.g. Department Secretary, CEO) | Full name |  |
| Position title |  |
| Phone number |  |
| Email address |  |
| Postal address |  |
| **Nominated point of contact (Information Security Lead)** | Full name |  |
| Position title |  |
| Phone number |  |
| Email address |  |
| Postal address |  |

|  |  |
| --- | --- |
| **Name of Department / portfolio in which the organisation operates** |  |

Part B

Attestation

Under section8D(2)(b) of the *Privacy and Data Protection Act 2014* and Standard 9 of the Victorian Protective Data Security Standards.

As public sector body Head of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I attest that the organisation has either implemented, or is currently implementing, the activities in its Protective Data Security Plan (**PDSP**).

I attest that there has been **no** significant change in the operating environment or the security risks relevant to the organisation.

Signed:

Print name:

Title:

Date:

1. Refer to <https://ovic.vic.gov.au/privacy-policy/> [↑](#footnote-ref-1)