



**Office of the Victorian  
Information Commissioner**

A background image showing the lower legs and feet of a crowd of people walking on a light-colored tiled floor. The image is split: the left half is in grayscale, and the right half is overlaid with a solid purple color.

# **2022 Class B Cemetery Trust Reporting**

Information Security Unit  
May 2022

# Acknowledgement

*We acknowledge the Traditional Owners of the land from which we are presenting today.*

*We pay our respects to their Elders, past and present, and Aboriginal Elders of other communities who may be with us today.*

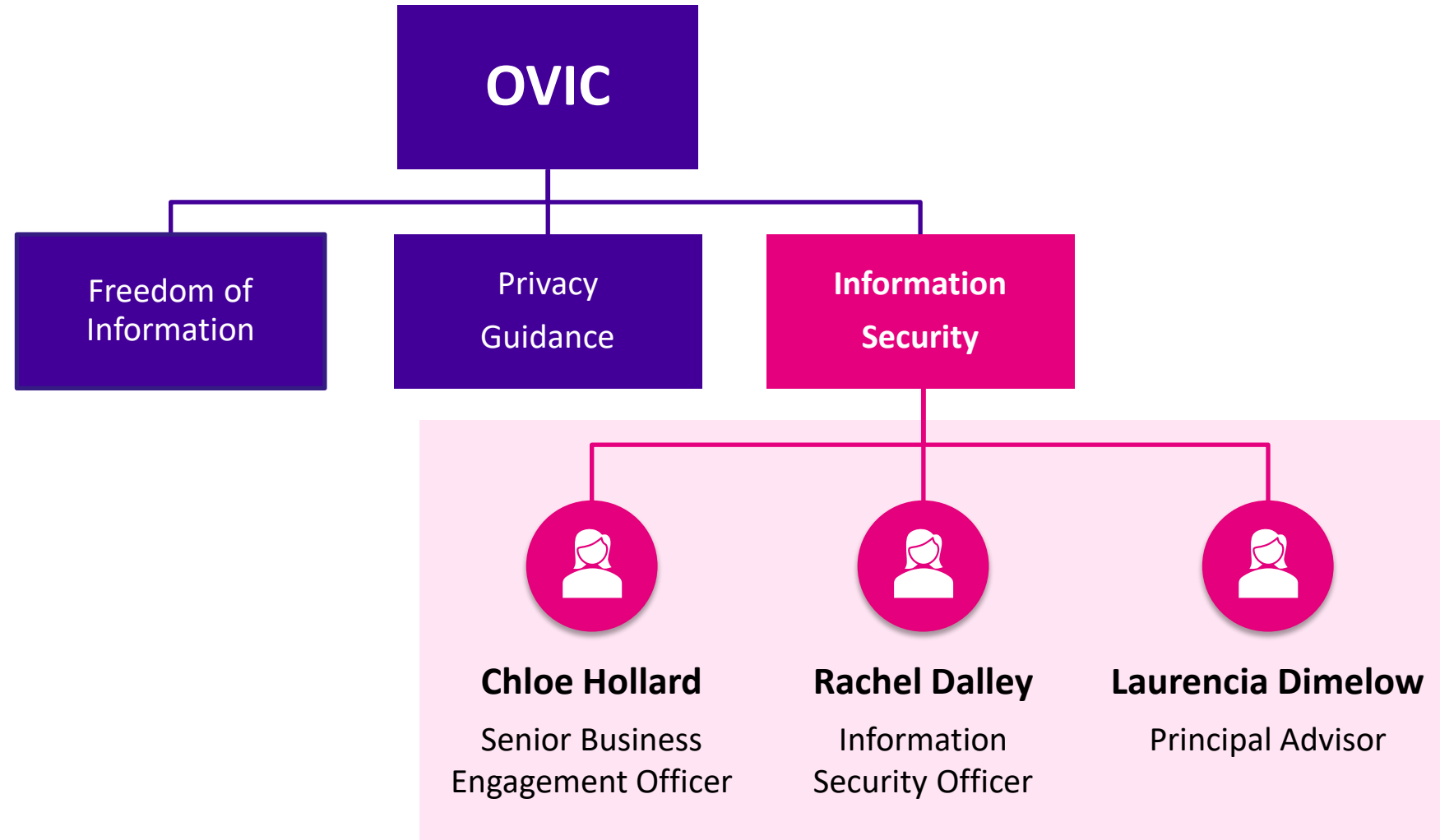
OVIC

# What is OVIC?

We are the primary regulator and source of independent advice to the community and Victorian government about how the public sector collects, uses and discloses information.



# Who are we?





# What are we going to cover today?

- ☐ Cemetery Trust 2022 PDSP Reporting
  - ☐ Class A PDSP Reporting
  - ☐ Class B PDSP Reporting
    - ☐ Why?
    - ☐ What?
    - ☐ Who?
    - ☐ How?
    - ☐ Submission
- ☐ What's next?



Woolshed Falls, Beechworth

Source - <https://blog.campermate.com.au/getaway-guides/vic/exploring-beechworth/>

# A word on Class A Cemetery Trusts

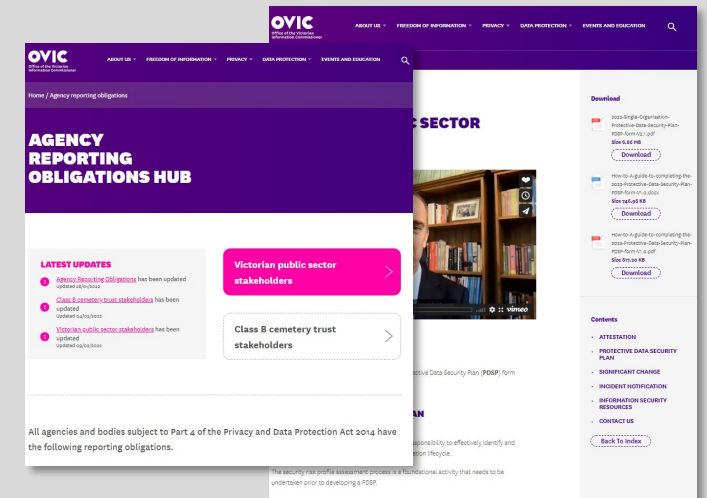
The content we're about to cover today applies only to **Class B Cemetery Trusts**.

**Class A Cemetery Trusts** are required to use the standard VPS PDSP reporting template.

There is a detailed How-to Guide available for **Class A Cemetery Trusts**



You'll find everything you need for this year's reporting on the OVIC website



<https://ovic.vic.gov.au/agency-reporting-obligations-hub/vps-stakeholders/>



# Why?



**Merriwa Park, Wangaratta**

Source - <https://www.wangaratta.vic.gov.au/Residents/Recreation-facilities/Parks-playgrounds/Merriwa-Park>

# A message from Victoria's Information Commissioner



<https://vimeo.com/670515944>

# The *Privacy and Data Protection Act 2014* (PDP Act)

Authorised Version No. 027  
**Privacy and Data Protection Act 2014**  
 No. 60 of 2014  
 Authorised Version incorporating amendments as at  
 26 April 2021

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## Part 4

Privacy and Data Protection Act 2014  
 No. 60 of 2014  
 Part 4—Protective data security

### Part 4—Protective data security

#### Division 1—Application of Part

- 84 Application of Part
- (1) Subject to subsection (2), this Part applies to—
- (a) a public sector agency; and
  - (b) a body that is a special body, within the meaning of section 3 of the *Public Administration Act 2004*, and
  - (c) a body declared under subsection (3) to be a body to which this Part applies.
- (2) This Part does not apply to the following—
- (a) a Council;
  - (b) a university within the meaning of the *Education and Training Reform Act 2006*;
  - (c) a body to which, or to the governing body of which, the government of another jurisdiction, or a person appointed or body constituted under the law of another jurisdiction, has the right to appoint a member, irrespective of how that right arises;
  - (d) a public hospital within the meaning of the *Health Services Act 1988*;
  - (e) a public health service within the meaning of the *Health Services Act 1988*;
  - (f) a multipurpose service within the meaning of the *Health Services Act 1988*;
  - (g) an ambulance service, within the meaning of the *Ambulance Services Act 1986*;
  - (h) The Governor in Council, by Order published in the Government Gazette, may declare a body to be a body to which this Part applies.

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## Part 5

Privacy and Data Protection Act 2014  
 No. 60 of 2014  
 Part 5—Law enforcement data security

### Part 5—Law enforcement data security

#### 91 Application of Part

- This Part applies to—
- (a) Victoria Police; and
  - (b) the Chief Statistician; and
  - (c) an employee or consultant employed or engaged under section 6 of the *Crown Statutes Act 2014*.
- 92 Information Commissioner may issue law enforcement data security standards
- (1) The Information Commissioner may issue standards for—
    - (a) the security and integrity of law enforcement data systems and crime statistics data systems; and
    - (b) access to, and release of, law enforcement data and crime statistics data, including, but not limited to, the release of law enforcement data and crime statistics data to members of the public.
  - (2) The Information Commissioner must consult with the Chief Commissioner of Police in developing law enforcement data security standards.
  - (3) The Information Commissioner must consult with the Chief Statistician in developing law enforcement data security standards in relation to crime statistics data and crime statistics data systems.

Authorised by the Chief Parliamentary Counsel

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Parts 4 and 5 of the PDP Act detail the **information security requirements** applicable to:

- **Victorian government agencies and bodies (organisations) and**
- **their contracted service providers**

This legislation applies to **ALL forms of information** that a Cemetery Trust handles or manages.

# What does this mean for you?

Information security is  
about ensuring  
the **right people**  
have access to  
the **right information** at  
the **right time**.



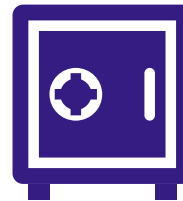
Cemetery maps



Right people



Computers (incl. cloud)



Safes



Locked filing cabinets



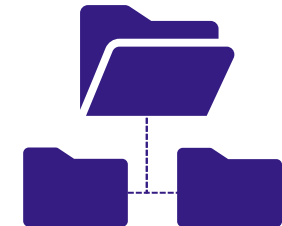
Archive



Physical documents



Digital documents



Backups or second  
copies



# Community connection and confidence

Documenting processes and safeguarding records benefits your community by:

- Commemorating the lives of community members
- Contributing to important genealogical records
- Strengthening the longevity of your Cemetery Trust for future generations.



# What?



**Bright Mystic Valley, Bright**

Source - <https://www.visitvictoria.com/regions/High-Country/places-to-stay/Apartments/Bright-Mystic-Valley>

It is a requirement by law under the ***Privacy and Data Protection Act*** for Cemetery Trusts to submit a PDSP to OVIC.

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## PART B – Self assessment against the requirements

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## PART A - Contact information



**Office of the Victorian Information Commissioner**

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# Class B Cemetery Trust

### 2022 Protective Data Security Plan (PDSP) | Version 1.1

Cemetery Trust Name: \_\_\_\_\_

**Please note**

- Please refer to 2022 Protective Data Security Plan (**PDSP**) Instructional Document for help filling out this plan.
- You will need to provide a copy of this form to OVIC by **31 August 2022**. Please ensure you **maintain a copy** of this form for your own records.
- This document has been marked as **OFFICIAL** by OVIC. If you feel your Cemetery Trust's PDSP requires a higher marking, please contact us.
- Should you require assistance in completing this form, please call **03 8684 1616** or email [security@ovic.vic.gov.au](mailto:security@ovic.vic.gov.au)

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Response (tick)	
Not commenced	(select a proposed completion date below)
Planned	(select a proposed completion date below)
Partial	(select a proposed completion date below)
Implemented	
Not Applicable	(rationale required below)
Provide a rationale for the 'Not Applicable' here:	
<div style="border: 1px solid gray; height: 20px;"></div>	
<input type="checkbox"/>	2026+

Designated point of contact (if different from Chairperson)

Name	
Phone number	
Email address	
Physical address	

Designated point of contact (if different from Chairperson)

Name	
Phone number	
Email address	
Physical address	

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Visit the Class B Cemetery Trust Reporting website

<https://ovic.vic.gov.au/agency-reporting-obligations-hub/class-b-cemetery-trust-stakeholders/>

# What is the Class B Cemetery Trust PDSP?

- The Class B Cemetery Trust PDSP has been **tailored to suit the specific needs of Class B Cemetery Trusts**
- It is a **reporting form** separated into four Parts
- Each requirement comes together to **tell the story** of your Cemetery Trust's journey towards protecting information for your community

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Information Commissioner

**Class B Cemetery Trust**  
2022 Protective Data Security Plan (PDSP) | Version 1.1  
Cemetery Trust Name: \_\_\_\_\_

**Please note**

- Please refer to 2022 Protective Data Security Plan (PDSP) Instructional Document for help filling out this plan.
- You will need to provide a copy of this form to OVIC by **31 August 2022**. Please ensure you **maintain a copy** of this form for your own records.
- This document has been marked as **OFFICIAL** by OVIC. If you feel your Cemetery Trust's PDSP requires a higher marking, please contact us.
- Should you require assistance in completing this form, please call **03 8684 1616** or email [security@ovic.vic.gov.au](mailto:security@ovic.vic.gov.au)

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# Part A – Contact information

- Record the contact information for your cemetery trust's:

## 1. Chairperson

## 2. Authorised delegate

- Point of contact.** This person may be contacted by OVIC if there are any questions relating to your cemetery trust and the address to where any postal material will be sent.

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### PART A - Contact information

Name of Chairperson		Name of person authorised by the Chairperson to submit a copy of this PDSP		Nominated point of contact (if different from the Chairperson)	
Full name		Full name		Full name	
Title	Chairperson	Title		Title	
Phone number		Phone number		Phone number	
Email address		Email address		Email address	
Postal address		Postal address		Postal address	

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# Part B – Self assessment against the requirements

- **14 requirements** related to the Victorian Protective Data Security Standards (VPDSS)
- Includes **recommended activities** to assist your cemetery trust in meeting the requirements
- It is okay if you haven't commenced the activities for each of the requirements yet, but you **must provide a response for each requirement**

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**PART B – Self assessment against the requirements**

Requirement	Explanation	Recommended Supporting Activity	Current Response (tick)
<b>1</b>	The cemetery trust records how it securely manages its information	Documentation informs all cemetery trust members (current and future) on the expectations around securely managing trust information.	<div> <input type="checkbox"/> Not commenced (select a proposed completion date below)           <input type="checkbox"/> Planned (select a proposed completion date below)           <input type="checkbox"/> Partial (select a proposed completion date below)           <input type="checkbox"/> Implemented           <input type="checkbox"/> Not Applicable (rationale required below)         </div> <p>You must provide a rationale for the selection of <b>Not Applicable</b> here:</p>
<div> <input type="checkbox"/> 2022/2023           <input type="checkbox"/> 2023/2024           <input type="checkbox"/> 2024/2025           <input type="checkbox"/> 2025/2026           <input type="checkbox"/> 2026+         </div>			

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## Part C – Attestation

- The Chairperson **must authorise** the PDSP before sending a copy to OVIC
- The **Attestation can be signed** by an authorised delegate

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**PART C – Attestation**

*The attestation can be signed by the Chairperson or their authorised representative as specified in Part A of this form.*

*The Chairperson has authorised this PDSP* ☐ *(check box once the Chairperson has authorised)*

This attestation is submitted to the Information Commissioner in accordance with s 8D(2)(b) of the *Privacy and Data Protection Act 2014*. I am authorised to make this attestation to the Office of the Victorian Information Commissioner.

I,  verify that

(Full Name) (Name of cemetery trust)

has implemented the requirements or is in the process of implementing the requirements (as indicated), as required by the Standards, which are issued in accordance with s 86(1) of the *Privacy and Data Protection Act 2014* as part of the Victorian Protective Data Security Framework.

Signature	<input type="text"/>
Print name	<input type="text"/>
Position	<input type="text"/>
Date	<input type="text"/>

More than one Cemetery Trust is captured by this attestation:  
☐ *(check box if applicable and complete Part D of this form)*

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# Part D – Reporting on behalf of multiple cemetery trusts

- One cemetery trust can **report on behalf of other cemetery trusts** in a consolidated submission
- Add the names of the other cemetery trusts in this section
- OVIC will use the responses you have provided for each of the requirements as a reflection of the other cemetery trusts status
- Class A Cemetery Trusts reporting on behalf of Class B Cemetery Trusts should contact the ISU to discuss

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**PART D – Reporting on behalf of multiple cemetery trusts**

The cemetery trusts listed in this section have implemented the requirements or are in the process of implementing the requirements as outlined in Part B (add more rows if required).

Name of Cemetery Trust	Name of Cemetery Trust Chairperson	Phone Number or Email Address	The Cemetery Trust is aware of your including them on this form
			<input type="checkbox"/> (check box)
			<input type="checkbox"/> (check box)
			<input type="checkbox"/> (check box)
			<input type="checkbox"/> (check box)
			<input type="checkbox"/> (check box)

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# Who?



Omeo Region Visitor Information Centre, Omeo

Source - <https://www.visitmelbourne.com/regions/gippsland/practical-information/visitor-information-centres/omeo-region-visitor-information-centre>

# Filling in the PDSP



## Who can help complete the PDSP?

The PDSP can be completed by anyone with an understanding the Cemetery Trust's operations.

## Who can sign the PDSP?

The PDSP can be signed by the Chairperson or their authorised representative.

# Who can I talk to?

OVIC's Information Security Unit is here to help!

We can answer questions and assist with completing the form.



(03) 8684 1616



[security@ovic.vic.gov.au](mailto:security@ovic.vic.gov.au)

You may also consider chatting to:



another Class B Cemetery Trust



a Class A Cemetery Trust



the Cemetery Sector Governance Support  
(Dept of Health)



# How?



**Tallangatta Lookout, Tallangatta**

Source - <https://www.visitmelbourne.com/regions/high-country/see-and-do/nature-and-wildlife/scenic-lookouts/tallangatta-lookout>



## How do I complete the PDSP?

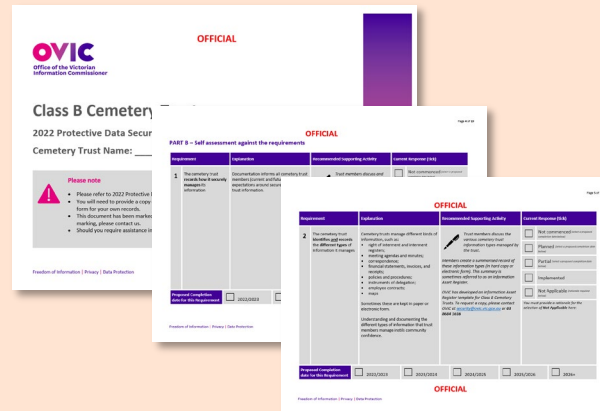
Let's work through an example of how to complete a question together!



You will need **two key documents** when completing the PDSP:

## 1

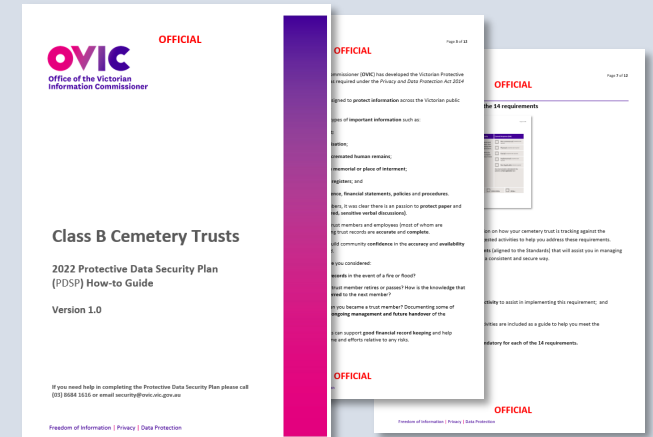
# Class B Cemetery Trust PDSP



We're going to look at page 5

## 2

# Class B Cemetery Trust PDSP How-to Guide




We're going to look at page 7

# Example: Requirement 2 of the PDSP

We're going to look at **requirement 2**, which is on **page 5** of the PDSP form



Requirement	Explanation	Recommended Supporting Activity	Current Response (tick)			
2	<p>The cemetery trust <b>identifies and records</b> the <b>different types</b> of information it manages</p> <p>Cemetery trusts manage different kinds of information, such as:</p> <ul style="list-style-type: none"> <li>• right of interment and interment registers;</li> <li>• meeting agendas and minutes;</li> <li>• correspondence;</li> <li>• financial statements, invoices, and receipts;</li> <li>• policies and procedures;</li> <li>• instruments of delegation;</li> <li>• employee contracts;</li> <li>• maps</li> </ul> <p>Sometimes these are kept in paper or electronic form.</p> <p>Understanding and documenting the different types of information that trust members manage instils community confidence.</p>	<p> <i>Trust members discuss the various cemetery trust information types managed by the trust.</i></p> <p><i>Members create a summarised record of these information types (in hard copy or electronic form). This summary is sometimes referred to as an Information Asset Register.</i></p> <p><i>OVIC has developed an Information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact OVIC at <a href="mailto:security@ovic.vic.gov.au">security@ovic.vic.gov.au</a> or 03 8684 1616</i></p>	<div> <input type="checkbox"/> Not commenced <small>(select a proposed completion date below)</small> </div> <div> <input type="checkbox"/> Planned <small>(select a proposed completion date below)</small> </div> <div> <input type="checkbox"/> Partial <small>(select a proposed completion date below)</small> </div> <div> <input type="checkbox"/> Implemented         </div> <div> <input type="checkbox"/> Not Applicable <small>(rationale required below)</small> </div> <p><i>You must provide a rationale for the selection of <b>Not Applicable</b> here:</i></p>			
Proposed Completion date for this Requirement		<input type="checkbox"/> 2022/2023	<input type="checkbox"/> 2023/2024	<input type="checkbox"/> 2024/2025	<input type="checkbox"/> 2025/2026	<input type="checkbox"/> 2026+

# Example: Requirement 2 of the PDSP

Step 1:  
Read the requirement carefully.



Requirement	Explanation	Recommended Supporting Activity	Current Response (SAs)
<div>2</div> <div>The cemetery trust identifies and records the different types of information it manages</div>	<p>Cemetery trusts manage different kinds of information, such as:</p> <ul style="list-style-type: none"><li>• right of interment and interment registers</li><li>• meeting agendas and minutes</li><li>• correspondence</li><li>• financial statements, invoices, and receipts</li><li>• policies and procedures</li><li>• instruments of delegation</li><li>• employee contracts</li><li>• maps</li></ul> <p>Sometimes these are kept in paper or electronic form.</p> <p>Understanding and documenting the different types of information that trust members manage builds community confidence.</p>	<p>Trust members discuss the various cemetery trust information types managed by the trust.</p> <p>Members create a summarised record of these information types in hard copy or electronic form. This summary is sometimes referred to as an information Asset Register.</p> <p>OVIC has developed an Information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact OVIC at <a href="mailto:ovic@ovic.vic.gov.au">ovic@ovic.vic.gov.au</a> or 03 9644 1616</p>	<div><div><input type="checkbox"/> Not commenced (new or revised information systems)</div><div><input type="checkbox"/> Planned (new or revised systems due later)</div><div><input type="checkbox"/> Partial (new or revised systems due later)</div><div><input type="checkbox"/> Implemented</div><div><input type="checkbox"/> Not Applicable (no new or revised systems)</div></div> <p>This field is not suitable for the selection of <b>Not Applicable</b> here</p>
Completion & Assessment	<div><input type="checkbox"/> 2022/2023</div> <div><input type="checkbox"/> 2023/2024</div>	<div><input type="checkbox"/> 2024/2025</div> <div><input type="checkbox"/> 2025/2026</div> <div><input type="checkbox"/> 2026+</div>	

Requirement	
2	The cemetery trust <b>identifies and records</b> the <b>different types</b> of information it manages

- Each requirement is a statement that relates to the Victorian Protective Data Security Standards (VPDSS)
- Some requirements will have two components
- Where there are multiple components, these will be in **bold**, e.g.,
  - a. Identify
  - b. Record

# Example: Requirement 2 of the PDSP

## Step 2:

**Read the explanation**  
carefully and consider what  
this means for your trust



Requirement	Explanation	Recommended Supporting Activity	Current Response (SAs)
2	<p>The cemetery trust identifies and records its different types of information it manages:</p> <ul style="list-style-type: none"> <li>• right of interment and interment registers;</li> <li>• meeting agendas and minutes;</li> <li>• correspondence;</li> <li>• financial statements, invoices, and receipts;</li> <li>• policies and procedures;</li> <li>• instruments of delegation;</li> <li>• employee contracts;</li> <li>• maps.</li> </ul> <p>Sometimes these are kept in paper or electronic form.</p> <p>Understanding and documenting the different types of information that trust members manage builds community confidence.</p>	<p>Trust members discuss the various cemetery trust information types managed by the trust.</p> <p>Members create a summarized record of these information types in hard copy or electronic form. This summary is sometimes referred to as an information Asset Register.</p> <p>Trust has developed an Information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact OVIC at <a href="mailto:ovic@ovic.vic.gov.au">ovic@ovic.vic.gov.au</a> or 03 9041 3516.</p>	<p><input type="checkbox"/> Not commenced (new or revised information system)</p> <p><input type="checkbox"/> Planned (new or revised information system)</p> <p><input type="checkbox"/> Partial (new or revised information system)</p> <p><input type="checkbox"/> Implemented</p> <p><input type="checkbox"/> Not Applicable (new or revised information system)</p> <p>This field is not applicable for the selection of Not Applicable here.</p>
Completion & Assessment	<input type="checkbox"/> 2022/2023 <input type="checkbox"/> 2023/2024 <input type="checkbox"/> 2024/2025 <input type="checkbox"/> 2025/2026 <input type="checkbox"/> 2026+		

## Explanation

Cemetery trusts manage different kinds of information, such as:

- right of interment and interment registers;
- meeting agendas and minutes;
- correspondence;
- financial statements, invoices, and receipts;
- policies and procedures;
- instruments of delegation;
- employee contracts;
- maps

Sometimes these are kept in paper or electronic form.

Understanding and documenting the different types of information that trust members manage instils community confidence.

- The explanation provides more detail around what the requirement means
- Some examples are provided
- Requirement 2 is about knowing what you have and where it's kept
- These can be hard copy, soft copy, in paper or digital form

# Example: Requirement 2 of the PDSP


## Step 3:

Consider how the **supporting activity** can help your trust meet the requirement



Requirement	Explanation	Recommended Supporting Activity	Current Response (tick)
2	<p>The cemetery trust identifies and records its different types of information it manages:</p> <ul style="list-style-type: none"><li>• legal documents and minutes;</li><li>• correspondence;</li><li>• financial statements, invoices, and receipts;</li><li>• policies and procedures;</li><li>• instruments of delegation;</li><li>• employee contracts;</li><li>• maps.</li></ul> <p>Sometimes these are kept in paper or electronic form.</p> <p>Understanding and documenting the different types of information that trust members manage builds community confidence.</p>	<p>Trust members discuss the various cemetery trust information types managed by the trust.</p> <p>Members create a summarised record of these information types (in hard copy or electronic form). This summary is sometimes referred to as an Information Asset Register.</p> <p>OVIC has developed an Information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact OVIC at <a href="mailto:security@ovic.vic.gov.au">security@ovic.vic.gov.au</a> or 03 8684 1616</p>	<div><input type="checkbox"/> Not commenced (tick a present information response)</div> <div><input type="checkbox"/> Planned (tick a present response due date)</div> <div><input type="checkbox"/> Partial (tick a present response due date)</div> <div><input type="checkbox"/> Implemented</div> <div><input type="checkbox"/> Not Applicable (tick a present response)</div> <div><input type="checkbox"/> Not Applicable (tick a present response)</div>

Recommended Supporting Activity



Trust members discuss the various cemetery trust information types managed by the trust.

Members create a summarised record of these information types (in hard copy or electronic form). This summary is sometimes referred to as an Information Asset Register.

OVIC has developed an Information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact OVIC at [security@ovic.vic.gov.au](mailto:security@ovic.vic.gov.au) or 03 8684 1616

- The activity is designed to help your trust meet the requirement
- Some activities may help address several of the requirements
- We'll take a deeper look at this activity now!

# Example: Information Asset Register

Requirement 2 recommends your trust keeps an **Information Asset Register (IAR)**

## What is it?

It's a document that helps **identify** and **record**:

- **what** information your trust has
- **where** it's kept
- **who** can/should have access to it

## Why should we have one?

An IAR helps your trust:

- keep **consistent records**
- ensure the **integrity** and **availability** of records, and the **confidentiality** of sensitive information
- fulfil **activities 2, 3, and 4** of the PDSP

## What should it look like?

It can take many forms!

OVIC has developed a template to help Class B Cemetery Trusts

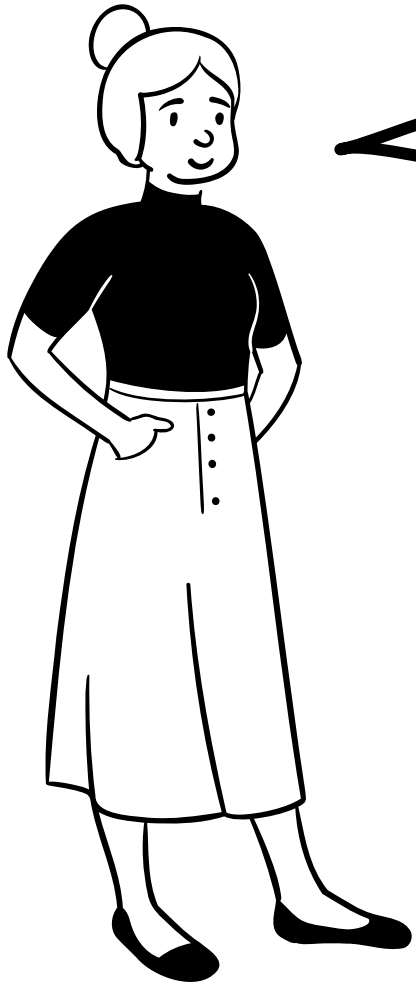
### ACTIVITY: Blank Cemetery Trust IAR (4 pages)

Use the following template to complete your Information Asset Register. Print as many copies as you need to capture all of your information assets.

NAME		VERSION/DATE	
A: What is the asset name?			
B: What types of information are held in this asset?			
• Please briefly describe			
• Circle all that apply			
Circle Y (yes) or N (no) to indicated whether the asset contains:	Circle Y (yes) or N (no) to indicated whether the asset contains:	Circle Y (yes) or N (no) to indicated whether the asset contains:	Circle Y (yes) or N (no) to indicated whether the asset contains:
Law Enforcement Information?	Financial Information?	Health Records?	Personal Information?
Y N	Y N	Y N	Y N
Health Records?	Personal Information?	Personal Information?	Personal Information?
Y N	Y N	Y N	Y N
Personal Information?	Personal Information?	Personal Information?	Personal Information?
Y N	Y N	Y N	Y N
If you circled 'yes' for personal information, does this include sensitive personal information?	If you circled 'yes' for personal information, does this include sensitive personal information?	If you circled 'yes' for personal information, does this include sensitive personal information?	If you circled 'yes' for personal information, does this include sensitive personal information?
Y N	Y N	Y N	Y N

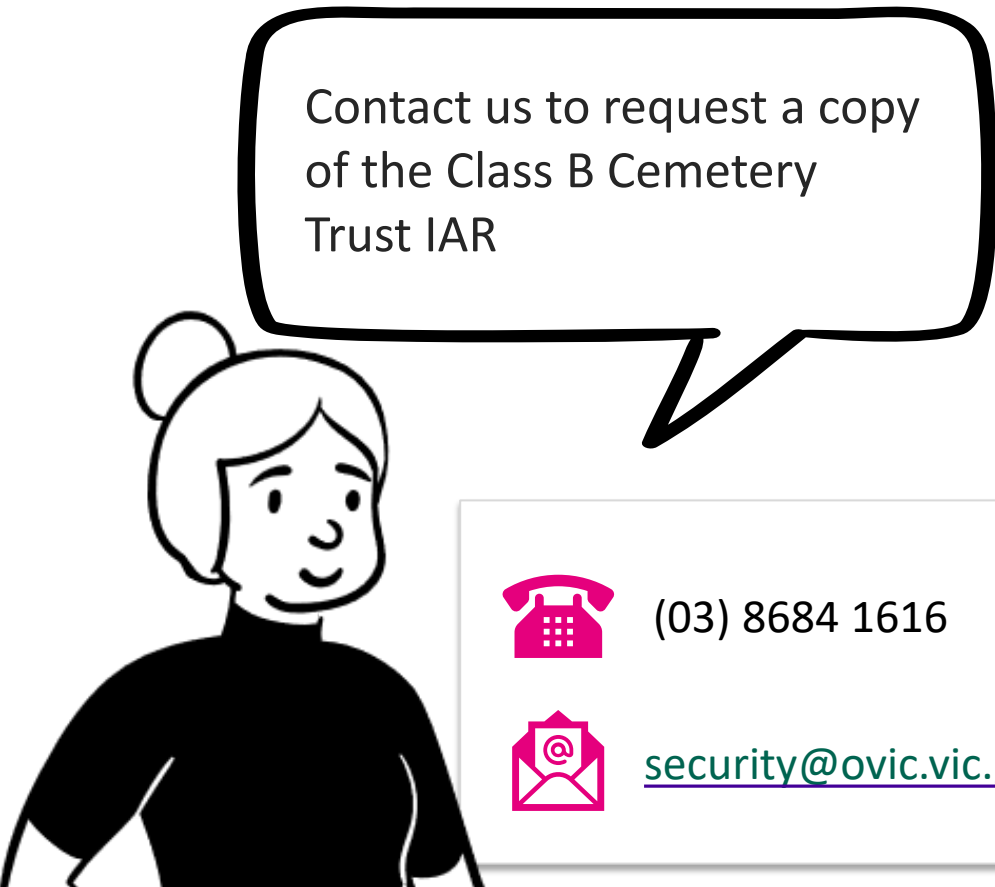
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# How can I get a copy of the IAR Template?



Contact us to request a copy of the Class B Cemetery Trust IAR



(03) 8684 1616



[security@ovic.vic.gov.au](mailto:security@ovic.vic.gov.au)



**Hard  
copy**

We will send you a  
printed copy via **post**



**Digital  
copy**

We will **email**  
you a Word document

# Example: Requirement 2 of the PDSP

**Step 4:**

**Assess** where your trust is along its journey towards that requirement.



Requirement	Explanation	Recommended Supporting Activity	Current Response (tick)		
2 The cemetery trust identifies and records the different types of information it manages	<p>Cemetery trusts manage different kinds of information, such as:</p> <ul style="list-style-type: none"><li>• rights of interment and interment permits</li><li>• financial statements and minutes</li><li>• meeting agendas and minutes</li><li>• correspondence</li><li>• financial statements, reserves, and assets</li><li>• policies and procedures</li><li>• instruments of delegation</li><li>• employee contracts</li><li>• maps</li></ul> <p>Sometimes these are kept in paper or electronic form.</p> <p>Understanding and documenting the different types of information that trust members manage builds community confidence.</p>	<p>Trust members discuss the various cemetery trust information types managed by the trust.</p> <p>Members create a summarized record of their information types in hard copy or electronic form. This summary is submitted to the OVIC as an Information Asset Register.</p> <p>OVIC has developed an Information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact OVIC at <a href="mailto:ovic@ovic.vic.gov.au">ovic@ovic.vic.gov.au</a> or 03 9044 1516.</p>	<p><input type="checkbox"/> Not commenced (select a proposed completion date below)</p> <p><input type="checkbox"/> Planned (select a proposed completion date below)</p> <p><input type="checkbox"/> Partial (select a proposed completion date below)</p> <p><input type="checkbox"/> Implemented</p> <p><input type="checkbox"/> Not Applicable (rationale required below)</p> <p>If you are unable to provide a rationale for the selection of 'Not Applicable' here:</p>		
Completion by Requirement	<input type="checkbox"/> 2022/2023	<input type="checkbox"/> 2023/2024	<input type="checkbox"/> 2024/2025	<input type="checkbox"/> 2025/2026	<input type="checkbox"/> 2026+

Current Response (tick)

☐

Not commenced (select a proposed completion date below)

☐

Planned (select a proposed completion date below)

☐

Partial (select a proposed completion date below)

☐

Implemented

☐

Not Applicable (rationale required below)

You must provide a rationale for the selection of **Not Applicable** here:

Tick the current response for your Cemetery Trust:

Not Commenced	Our cemetery trust acknowledges this requirement is applicable, however no work has been commenced or planned at this stage.
Planned	Our cemetery trust is in the process of planning our work to meet this requirement.
Partial	Work is underway by our cemetery trust to meet this requirement.
Implemented	The requirement is fully implemented and our cemetery trust is actively managing supporting activities.
Not Applicable	We do not believe this requirement is applicable to our cemetery trust and will document why.
Rationale	If you ticked 'Not Applicable' you will need to provide a written rationale for this selection in the box provided.


# Example: Requirement 2 of the PDSP

Step 5:  
Indicate when your trust is likely to complete that requirement.

Proposed Completion date for this Requirement	<input type="checkbox"/> 2022/2023	<input type="checkbox"/> 2023/2024	<input type="checkbox"/> 2024/2025	<input type="checkbox"/> 2025/2026	<input type="checkbox"/> 2026+
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- Remember to tick one of the completion date boxes
- This may help you target your activities and help with your planning
- If a requirement is implemented then you know you just need to review it



Requirement	Explanation	Recommended Supporting Activity	Current Response (tick)		
2 The cemetery trust identifies and records its different types of information it manages	<p>Cemetery trusts manage different kinds of information, such as:</p> <ul style="list-style-type: none"><li>• right of interment and interment registers</li><li>• meeting agendas and minutes</li><li>• correspondence</li><li>• financial statements, invoices, and receipts</li><li>• policies and procedures</li><li>• instruments of delegation</li><li>• employee contracts</li><li>• maps</li></ul> <p>Sometimes these are kept in paper or electronic form.</p> <p>Understanding and documenting the different types of information that trust members manage builds community confidence.</p>	<p> Trust members discuss the various cemetery trust information types managed by the trust.</p> <p>Members create a summarised record of these information types in hard copy or electronic form. This summary is submitted to OVIC as an information Asset Register.</p> <p>OVIC has developed an Information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact OVIC at <a href="mailto:ovic@ovic.vic.gov.au">ovic@ovic.vic.gov.au</a> or 03 9644 1616</p>	<div><input type="checkbox"/> Not commenced (tick a proposed completion date)</div> <div><input type="checkbox"/> Planned (tick a proposed completion date)</div> <div><input type="checkbox"/> Partial (tick a proposed completion date)</div> <div><input type="checkbox"/> Implemented</div> <div><input type="checkbox"/> Not Applicable (tick reason below)</div>		
What trust provides a rationale for the selection of 'Not Applicable'?					
Completion by Requirement	<input type="checkbox"/> 2022/2023	<input type="checkbox"/> 2023/2024	<input type="checkbox"/> 2024/2025	<input type="checkbox"/> 2025/2026	<input type="checkbox"/> 2026+

# Example: Requirement 2 of the PDSP

Once you've completed the steps and the activities, you have successfully filled in the requirement! Now repeat for each requirement.



Requirement	Explanation	Recommended Supporting Activity	Current Response (tick)			
2	<p>The cemetery trust <b>identifies and records</b> the <b>different types</b> of information it manages</p> <p>Cemetery trusts manage different kinds of information, such as:</p> <ul style="list-style-type: none"> <li>• right of interment and interment registers;</li> <li>• meeting agendas and minutes;</li> <li>• correspondence;</li> <li>• financial statements, invoices, and receipts;</li> <li>• policies and procedures;</li> <li>• instruments of delegation;</li> <li>• employee contracts;</li> <li>• maps</li> </ul> <p>Sometimes these are kept in paper or electronic form.</p> <p>Understanding and documenting the different types of information that trust members manage instils community confidence.</p>	<p> Trust members discuss the various cemetery trust information types managed by the trust.</p> <p>Members create a summarised record of these information types (in hard copy or electronic form). This summary is sometimes referred to as an Information Asset Register.</p> <p>OVIC has developed an Information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact OVIC at <a href="mailto:security@ovic.vic.gov.au">security@ovic.vic.gov.au</a> or 03 8684 1616</p>	<div> <input type="checkbox"/> Not commenced (select a proposed completion date below)         </div> <div> <input checked="" type="checkbox"/> Planned (select a proposed completion date below)         </div> <div> <input type="checkbox"/> Partial (select a proposed completion date below)         </div> <div> <input type="checkbox"/> Implemented         </div> <div> <input type="checkbox"/> Not Applicable (rationale required below)         </div> <p>You must provide a rationale for the selection of <b>Not Applicable</b> here:</p>			
Proposed Completion date for this Requirement		<input type="checkbox"/> 2022/2023	<input checked="" type="checkbox"/> 2023/2024	<input type="checkbox"/> 2024/2025	<input type="checkbox"/> 2025/2026	<input type="checkbox"/> 2026+

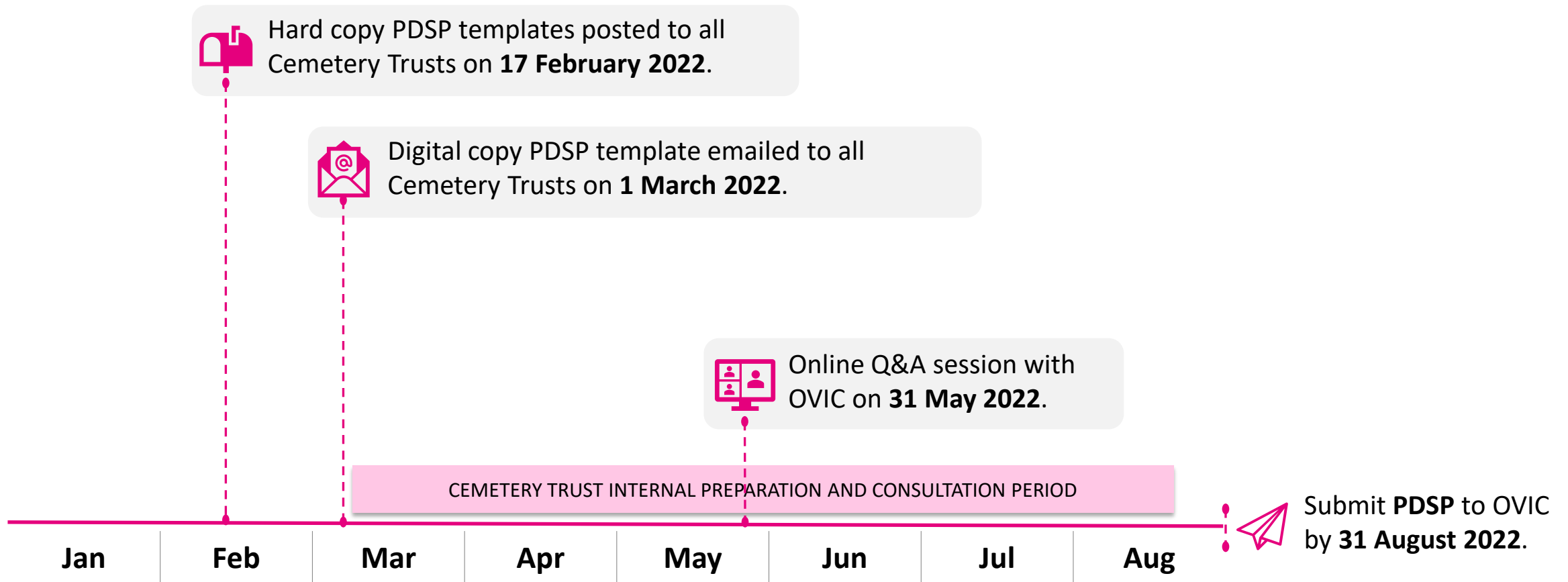
# Remember!



- You must provide a **response for all 14 requirements**.
- Your response should **reflect your *current* status**.
- You **can adjust your responses** from the last reporting year
- We know that each Class B Cemetery Trust has its **own unique way of operating**.
- If you are unsure about anything, give your best assessment, or **contact OVIC for assistance**.



# Class B Cemetery Trust 2022 PDSP Reporting Timeline



# PDSP Submission



Lake Eildon

Source - <https://www.3aw.com.au/lake-eildon-health-warning-issued-as-peak-tourist-season-approaches/>

# How do I submit the PDSP to OVIC?

Once you have **completed all parts of the PDSP form**, you need to supply a **copy** to OVIC.

This can be done via email or post.



**Email** a copy of your form to OVIC's Information Security Unit at [security@ovic.vic.gov.au](mailto:security@ovic.vic.gov.au)



**Mail a copy** of your form using the following details:

Attention: Information Security Unit, OVIC  
PO Box 24274  
Melbourne Victoria 3001

**Remember!** It's good practice to **keep copies** of any forms (including the PDSP) you submit to OVIC.



# What happens next?

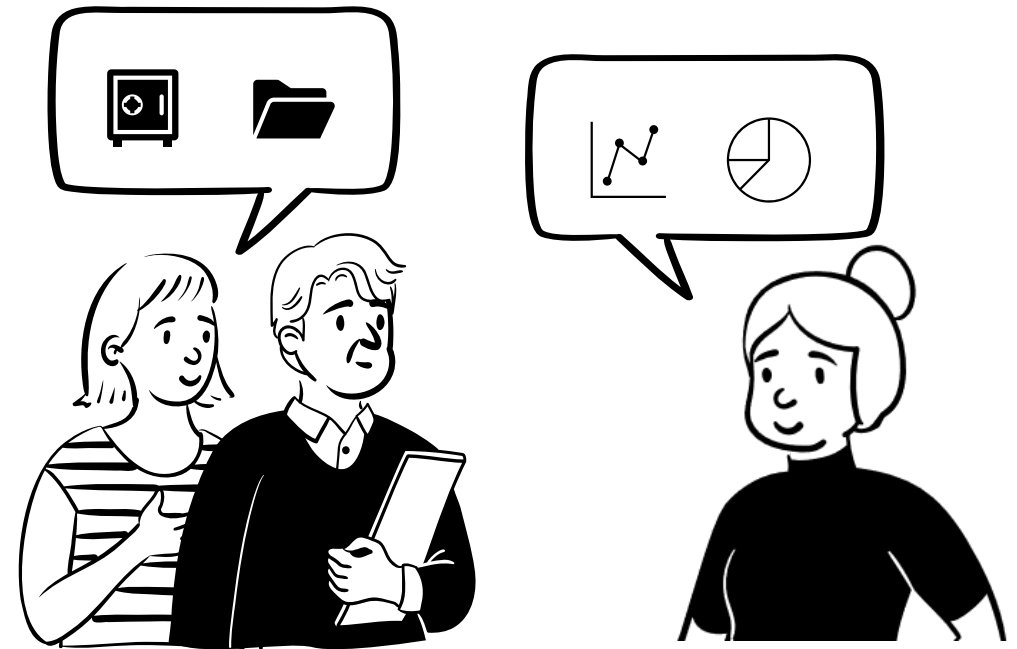


**Shepparton Art Museum, Shepparton**

Source - <https://pgav.org.au/Shepparton-Art-Museum-SAM~449>

# Further guidance material and insights sessions

- OVIC Information Security Unit reads all of your PDSP responses
- We use this data to inform what support and guidance is needed in your sector
- Through transparent reporting, we can glean insights and trends
- We will share these insights with you all in future sessions







**Thank you!**