Request form – Certification of an act or practice

Victorian public sector organisations should use this form to make a request to the Office of the Victorian Information Commissioner (**OVIC**) for certification under section 55 of the *Privacy and Data Protection Act 2014* (**PDP Act**).

More information about the certification process is available on [OVIC’s website.](https://ovic.vic.gov.au/privacy/modifying-the-application-of-the-information-privacy-principles/certifying-an-act-or-practice-is-consistent-with-the-information-privacy-principles/)

Organisations are encouraged to consult with OVIC prior to submitting their request to ensure certification is appropriate in their circumstances. Organisations must email the completed request form and any supporting documentation to policyteam@ovic.vic.gov.au.

By submitting this request form the organisation(s) agree to promptly advise the Commissioner of any material changes that may affect the certificate and declare that all information provided to the Commissioner in this request form is true and correct.

Part 1 – Requestor details

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| Primary requestor |
| Organisation Name |  |
| Contact Details | Name |  |
| Position |  |
| Phone |  |
| Email |  |
| Responsible Executive Officer | Name |  |
| Position |  |

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| Additional parties to the request (if relevant) |
| Organisation Name |  |
| Contact Details | Name |  |
| Position |  |
| Phone |  |
| Email |  |
| Responsible Executive Officer | Name |  |
| Position |  |

Part 2 – Details

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| 1. Relevant Information Privacy Principle(s) (**IPP**), approved code of practice, or information handling provision
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| *Delete this text and insert the relevant IPP(s), approved code of practice, or information handling provision for which certification is sought.* |

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| 1. Type(s) of personal information used in the act or practice
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| *Delete this text and detail the personal information used in the act or practice, including whether the personal information is defined as sensitive information under the PDP Act.* |

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| 1. Act or practice to which the certification would apply
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| *Delete this text and add a detailed description of the act or practice.**This section should include:** *how the personal information is used in the act or practice;*
* *what the act or practice involves;*
* *the context in which that act or practice will take place;*
* *the class of individuals to whom the act or practice relates, including the approximate number of individuals whose personal information may be involved in that act or practice;*
* *any other agencies, organisations or bodies involved and their role in relation to the act or practice;*
* *the anticipated nature, extent and frequency of the act or practice.*
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| 1. Governance and risk mitigation arrangements
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| *Delete this text and add a description of any governance and risk mitigation arrangements that have been or will be implemented.* *For example:* * *who is responsible for the project;*
* *what assessments have been undertaken – e.g. privacy impact assessment, security risk assessment;*
* *project review procedures;*
* *relevant policies and procedures.*

*Please attach any relevant documents to support the application.* |

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| 1. Basis for certification
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| *Delete this text and add a description of the organisation’s basis for the request.**This section should outline, where relevant:** *whether the organisation has received legal advice and it remains unclear if an act or practice involving personal information complies with the IPPs, an approved code of practice or an information handling provision;*
* *whether there is a disagreement between organisations as to the correct interpretation of, or interaction between the IPPs, an approved code of practice or an information handling provision;*
* *whether the act or practice under consideration involves personal information that impacts a class or classes of individuals rather than a specific individual or small number of individuals;*
* *whether there is a strong public interest in the organisation doing the act or practice; and*
* *any other factors supporting the application for certification.*

*This section should also detail why the organisation believes that the specified act or practice is consistent with the relevant IPP, approved code of practice or information handling provision.* *If an organisation believes the act or practice, or any part of the act or practice is not consistent with the IPPs, an approved code of practice or an information handling provision, then certification is inappropriate.*  |

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| 1. Duration of certification
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| *Delete this text and insert the duration of certification sought below, or detail why it would be inappropriate to do so in all the circumstances.* *A certificate issued by the Commissioner must include an expiry date unless it is inappropriate to do so in all the circumstances, which is to be determined by the Commissioner.*  |

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| 1. Has the organisation received any legal advice in relation to the act or practice?
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| *Yes / No**If yes, please provide OVIC with a copy of the advice.* |