Information Usage Arrangement

for the [Insert program/group name]

under the *Privacy and Data Protection Act 2014* (Vic)

**[Insert date]**

This Information Usage Arrangement is made under Division 6 of Part 3 of the *Privacy and Data Protection Act 2014 (Vic)*. [Insert purpose of the IUA]

Parties to the Information Usage Arrangement

Each party agrees to the terms of this Information Usage Arrangement and to [insert Lead Party name] as the Lead Party seeking approval of the Information Usage Arrangement under section 47 of the Act.

|  |  |  |
| --- | --- | --- |
| **SIGNED by the** [Lead Party’s head] |  | SIGNED on behalf of [Insert Agency name]: |
| [Insert name of Lead Party head]  [Insert title of signatory]  [Lead Party name]  Date: |  | [Insert Agency head]  [Insert Agency head title]  [Insert Agency]  Date: |

|  |  |  |
| --- | --- | --- |
| SIGNED on behalf of [Insert Agency name]: |  | SIGNED on behalf of [Insert Agency name]: |
| [Insert Agency head]  [Insert Agency head title]  [Insert Agency]  Date: |  | [Insert Agency head]  [Insert Agency head title]  [Insert Agency]  Date: |

1. Defined terms and interpretation
2. In this Information Usage Arrangement, unless the context otherwise requires:

[Insert definitions as necessary]

**Act** means the Privacy and Data Protection Act 2014 (Vic).

**Information Usage Arrangement** or **IUA** means this Information Usage Arrangement, including any amendments to it made pursuant to section 52 of the Act*.*

**Lead Party** means the Lead Party for this Information Usage Arrangement for the purpose of section 43 of the Act, being the [Insert Lead Agency name].

**Party** means a Party to this Information Usage Arrangement, and Parties has a corresponding meaning. A reference to a Party includes a reference to a Party's authorised representative and to a contracted service provider of that Party.

1. Unless the context indicates to the contrary:
2. a term used in this Information Usage Arrangement that is defined in the Act has the same meaning given in that Act;
3. words importing the singular include the plural (and vice versa) and words denoting a gender include all other genders.
4. Commencement and expiry: sections 45(3) and 50(2)
5. This Information Usage Arrangement comes into effect on the date that it is approved by the responsible Ministers in accordance with section 50(2) of the Act*.*
6. This Information Usage Arrangement will expire on the earlier of:
7. the day, XXXX (X) years from the date on which it comes into effect; or
8. such other day as is agreed in writing by the Parties.
9. Parties: section 45(2)(a)
10. The Parties to this Information Usage Arrangement are:
11. [Insert Lead Agency name]
12. [Insert Agency name]
13. [Insert Agency name]
14. The Lead Party is [Insert Lead Agency name]
15. Each Party is an organisation within the meaning of the Act*.*
16. The objectives of this Information Usage Arrangement

The objectives of this Information Usage Arrangement are to:

[Insert objective of the IUA]

1. Public purpose: sections 45(1)(a) and 45(2)(c)

[Insert public purpose considerations per section 45]

1. Principles

[Insert principles which apply to the acts and practices set out below in Clause 7 and govern their use]

1. Acts and practices: section 45(1)(a)

[Insert the acts and practices that will apply to the handling of personal information in accordance with one or more of the above public purposes]

The acts and practices set out in this Information Usage Arrangement are the following, carried out in accordance with clause 6, clause 9 and clause 10:

1. The personal information to be handled under this Information Usage Arrangement: section 45(2)(b)

[Specify the types of personal information to be handled under the IUA]

[A schedule can be added to the IUA to provide additional information if necessary]

1. Modification of Information Privacy Principles: section 45(2)(d)

[Insert the Information Privacy Principles which are being modified in accordance with the IUA]

1. Information handling provisions: section 45(1)(b)(iii)

[Insert relevant information handling provisions/secrecy provisions and corresponding legislation which are to be effected/altered as part of the IUA]

1. Disclosure and transfer of personal information: section 45(2)(f)(i)

[Insert details of the type of personal information that could be disclosed or transferred under the IUA]

[Insert details of the manner in which information shared under the IUA could be disclosed to another person or body and in what circumstances]

[A schedule can be added to the IUA to provide additional information if necessary]

1. Manner in which personal information can be used and disclosed to third parties: section 45(2)(f)(ii)

[Insert manner in which personal information can be used and disclosed to third parties]

1. Adverse actions: section 45(2)(g)

[Insert details of adverse actions that an organisation could reasonably be expected to take as a result of handling personal information under the IUA]

[Specify the procedure that an organisation must follow before taking adverse action as a result of handling of personal information under the IUA]

[NB – adverse action is defined in section 43 of the Act]

1. Viewing this document

This document will be published on and can be viewed at [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au).

1. Review of this Information Usage Arrangement: section 54

The Lead Party shall conduct annual reviews of this Information Usage Arrangement, and at any other time requested by the Information Commissioner. The results of each review will be provided to the Information Commissioner in accordance with section 54 of the Act*.*

The Parties shall cooperate with each other in any review and will take all reasonable actions to make the required necessary resources available.

1. Amendment: section 52

Amendments to this Information Usage Arrangement may be made in accordance with section 52 of the Act.

1. Revocation: section 53

This Information Usage Arrangement shall continue to have effect until it expires as provided for under clause 2*.*

Upon the expiry of the arrangement, the Parties are required to seek the relevant Minister’s revocation of the Information Usage Arrangement approval in accordance with section 53 of the Act.