Information for agencies

2023 Attestation – Single Organisation

Single Organisation Form

Official

The purpose of this Attestation is to confirm that your agency or body has reviewed its most recently submitted Protective Data Security Plan (**PDSP**), and reaffirm that your agency or body is continuing its program of information security activities to address the Victorian Protective Data Security Standards (**VPDSS**).

This document comprises two Parts:

* **Part A**: Agency or Body details
* **Part B:** Attestation

## Notes on using this form

**Single Organisation** – This template should be used where an organisation previously submitted a PDSP and subsequent attestation on its own behalf only. Once completed, please email your signed Attestation form to [security@ovic.vic.gov.au](mailto:security@ovic.vic.gov.au)

## 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 any required 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.

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For further information on how OVIC handles personal information, please review our [privacy policy](https://ovic.vic.gov.au/about-us/internal-policies-procedures-and-registers/privacy-policy/).

# Part A

## Agency or Body details

|  |  |  |
| --- | --- | --- |
| Name of public sector agency or body | Click or tap here to enter text. | |
| Public sector body Head  (e.g., Department Secretary, CEO) | Full name | Click or tap here to enter text. |
| Position title | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Postal address | Click or tap here to enter text. |
| Information Security Lead  (The organisation's nominated  contact regarding the VPDSS) | Full name | Click or tap here to enter text. |
| Position title | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Postal address | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Name of Department/portfolio in which the organisation operates | Choose an item. |
| If ‘Other’, please specify | Click or tap here to enter text. |

# Part B

## Attestation

Under Part 4 of the *Privacy and Data Protection Act 2014* (**PDP Act**) and Standard 9 of the Victorian

Protective Data Security Standards 2.0 (the **Standards**), I, Insert agency Head name attest that:

* I am the public sector body Head of Insert agency or body name (my organisation).
* My organisation has implemented the key activities or is in the process of planning and implementing key activities as required by the Standards.
* My organisation has undertaken a security risk profile assessment or is in the process of undertaking a security risk profile assessment required under section 89 of the PDP Act.
* There has been **no** significant change in the operating environment or the security risks relevant to the organisation.

|  |  |
| --- | --- |
| Print name | Click or tap here to enter text. |
| Title | Click or tap here to enter text. |
| Date | Click or tap to enter a date. |
| Signed |  |