

# *2023 Attestation Information Session*

Victorian Information Security Network (VISN)  
March 2023

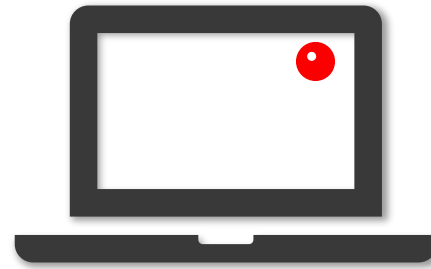
*We acknowledge the Wurundjeri people of the Kulin Nation as the Traditional Owners of the land from which we are presenting today.*

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

# Housekeeping



**Cameras and mics are muted.**  
If your Teams is running slow, try disconnecting from your VPN.



The session is **being recorded** and a copy (including the slides) will be made available following the session.



**slido**



Join the conversation using **#2023Reporting** at **slido.com** or using the chat feature in **MS Teams**.

# Commissioner's welcome



**Sven Bluemmel**  
Information Commissioner

- 2023 is an Attestation year
- Why is this important for you and your organisation?
- Agency head MUST sign the Attestation
- A word on Significant Change

A stack of three '2023 Attestation – Single Organisation' forms from the Office of the Victorian Information Commissioner (OVIC). The top form is clearly visible, showing the title, purpose, and sections for agency details and personal information collection. The forms are labeled 'OFFICIAL' in red at the top right. The bottom form shows the page number '1 / 3'.

# Agenda

-  Who does this apply to?
-  What's required in 2023?
-  When? Attestation Reporting Timeline
-  Resources to help complete the reporting obligations
-  Questions

# Who does this apply to?

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 6 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 established 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 multi-purpose service within the meaning of the **Health Services Act 1988**;
  - (g) an ambulance service, within the meaning of the **Ambulance Services Act 1986**.
- (3) The Governor in Council, by Order published in the Government Gazette, may declare a body to be a body to which this Part applies.

Authorised by the Chief Parliamentary Counsel  
106

Public entities

Administrative offices

Special bodies

The Victorian Public Service  
Commissioner (VPSC)

Departments

Councils that have nested  
Committees of Management  
(CoM)

Declared bodies

Councils that manage Class B  
Cemetery Trusts

# How we engage with you



Letter to public sector body Heads outlining the reporting obligations.

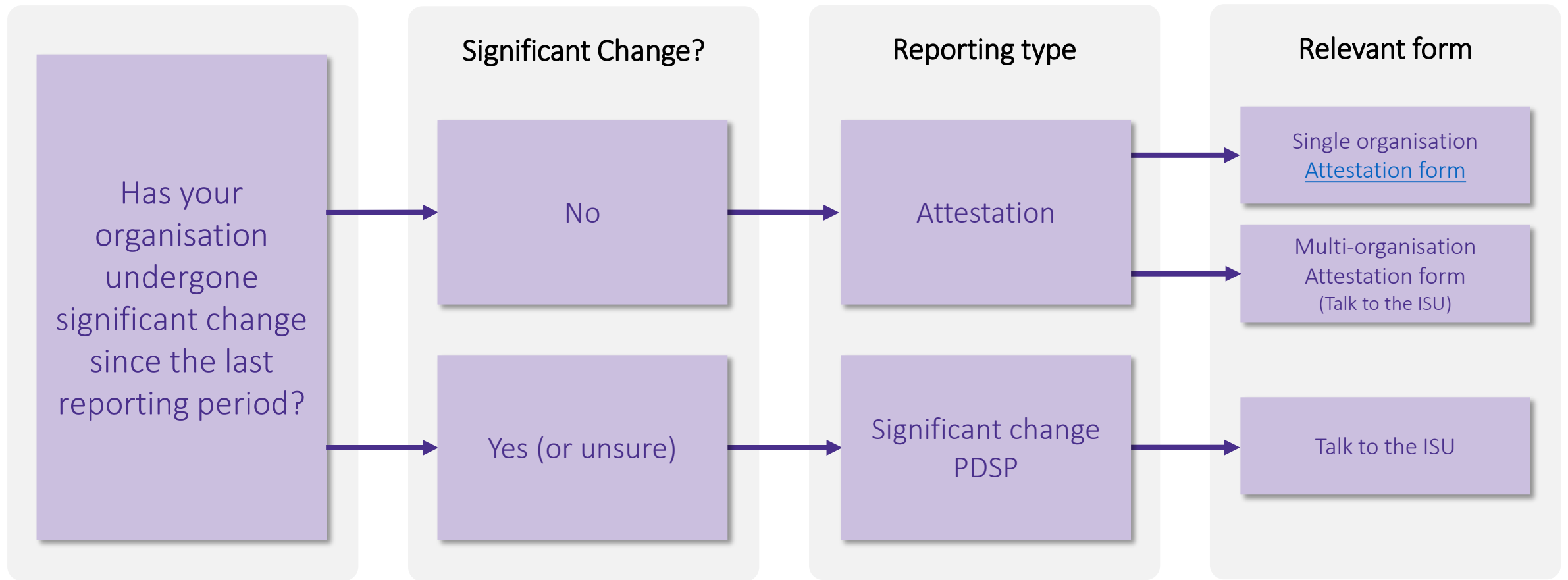
Following this, we will ensure the Information Security Lead (ISL) is aware of this communication.

We host events to provide further guidance and to reflect back on the information security themes we are seeing in the Victorian Public Sector.



An ISL acts as a **central point of contact** for OVIC, helping deliver important information security messages and updates relating to the Framework and Standards

# What's required in 2023?




Attestations cover the reporting period of 1 July 2022 to 30 June 2023.



# Attestation

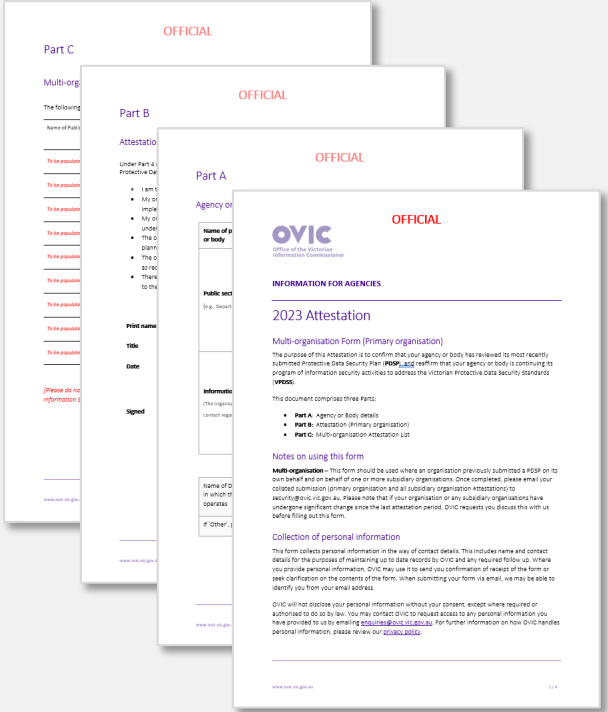
If your organisation has **not** undergone a significant change since the previous PDSP submission you will complete the **Attestation form**.

The type of form (**Single** or **Multi-organisation**) may mirror what was used for the most recent PDSP submission.



The image shows the 'Single Organisation Attestation' form from the Office of the Victorian Information Commissioner (OVIC). It is titled '2023 Attestation – Single Organisation' and is marked 'OFFICIAL'. The form is divided into several sections: 'Part A: Agency or Body details', 'Part B: Attestation', and 'Part C: Information for Agencies'. It includes fields for the name of the public sector, public sector details, and a section for the attestation. The form also contains a 'Notes on using this form' section and a 'Collection of personal information' section. The footer includes the OVIC logo and contact information.

Single organisation  
Attestation form



The image shows the 'Multi-organisation Attestation' form from the Office of the Victorian Information Commissioner (OVIC). It is titled '2023 Attestation' and is marked 'OFFICIAL'. The form is divided into several sections: 'Part A: Agency or Body details', 'Part B: Attestation', and 'Part C: Information for Agencies'. It includes fields for the name of the public sector, public sector details, and a section for the attestation. The form also contains a 'Notes on using this form' section and a 'Collection of personal information' section. The footer includes the OVIC logo and contact information.

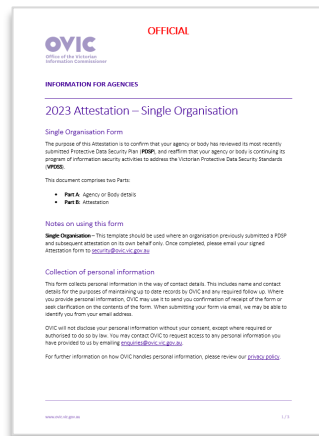
Multi-organisation  
Attestation forms

# What Attestation form do I use in 2023?

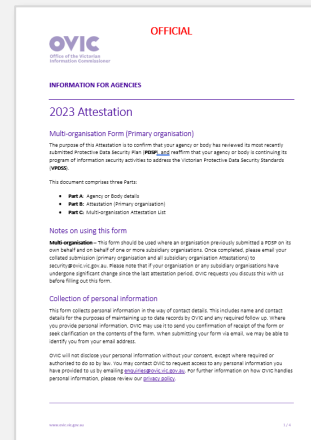
My organisation submitted its own PDSP in 2022

My organisation was a primary organisation and submitted a PDSP on behalf of itself and its subsidiaries

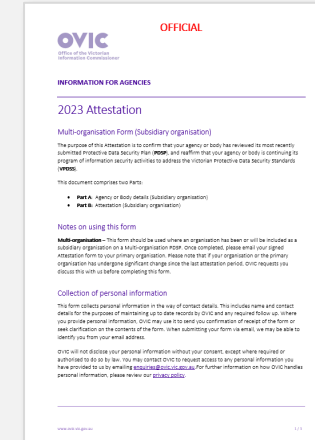
My organisation was a subsidiary organisation and included on a primary organisation PDSP

The image shows the cover page of the '2023 Attestation - Single Organisation' form. It features the OVIC logo and the text 'OFFICIAL'. The form is titled '2023 Attestation - Single Organisation' and includes sections for 'Information for Agencies', 'Single Organisation Form', 'Notes on using this form', and 'Collection of personal information'.

Single Organisation form

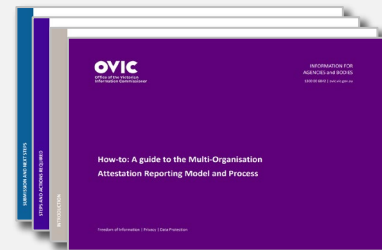
The image shows the cover page of the '2023 Attestation' form for a primary multi-organisation. It features the OVIC logo and the text 'OFFICIAL'. The form is titled '2023 Attestation' and includes sections for 'Information for Agencies', 'Multi-organisation Form (Primary organisation)', 'Notes on using this form', and 'Collection of personal information'.

Primary multi-organisation form

The image shows the cover page of the '2023 Attestation' form for a subsidiary multi-organisation. It features the OVIC logo and the text 'OFFICIAL'. The form is titled '2023 Attestation' and includes sections for 'Information for Agencies', 'Multi-organisation Form (Subsidiary organisation)', 'Notes on using this form', and 'Collection of personal information'.

Subsidiary multi-organisation form

[Single organisation form](#) now available!



Read the [How-to: A guide to the Multi-Organisation Attestation Reporting Model and Process](#)

Talk to the ISU!

# Significant Change

**OVIC**  
Office of the Victorian  
Information Commissioner

INFORMATION FOR  
AGENCIES and BODIES  
1300 00 6842 | [ovic.vic.gov.au](http://ovic.vic.gov.au)

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## Significant Change under Part 4 of the Privacy and Data Protection Act (2014)

Victorian Protective Data Security Framework and Standards

**Overview**

This information sheet explains:

- what may constitute a significant change to an organisations operating environment or information security risks;
- what to do when an organisation identified that there may be significant change; and
- when OVIC expects to be notified of significant change and receive a revised Protective Data Security Plan (PDSP).

Under the *Privacy and Data Protection Act 2014* (Vic) (PDP Act), organisations must undertake a Security Risk Profile Assessment (SRPA) and develop a PDSP. A copy of this completed PDSP must be given to the Information Commissioner:

- within 2 years of the issue of the Victorian Protective Data Security Standards (VPDSS); or
- **upon significant change** to the operating environment or security risks to the organisation.

**What constitutes a significant change?**

It is difficult to define significant change. It depends on the type of change, information security risks relating to the change, and the organisation's operating context. Some examples of significant change could include situations where **information security risks** have changed due to one or more following:

- Machinery of Government (MoG) changes to the organisation's structure or information assets / systems;
- high staff turnover or changes to staffing (e.g., major organisational restructures);
- changes resulting from new or amended legislation;
- changes to work functions or business operations;
- changes in the operating environment of the organisation (like a large scale move to remote working);
- changes to an information system, or the introduction of a new system (including where a third-party provider manages this system on behalf of the organisation); or
- changes to service provider arrangements, where the provider accesses, uses or manages information or information systems on behalf of the organisation (e.g., GenTex as a shared service provider to manage the organisation's ICT network).

When significant change occurs, organisations must assess the impact of the change and have an informed discussion with OVIC about their information security obligations.

May 2021 – V1.1

Freedom of Information | Privacy | Data Protection

1. Read and internally discuss the [Significant Change Information Sheet](#)

**OVIC**  
Office of the Victorian  
Information Commissioner

FORM FOR  
AGENCIES and BODIES  
1300 00 6842 | [ovic.vic.gov.au](http://ovic.vic.gov.au)

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## Form: Notification to the Information Commissioner of Significant Change

Victorian Protective Data Security Framework and Standards

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**Notification to the Information Commissioner of Significant Change**

Under section 8D(2)(b) of the Privacy and Data Protection Act 2014 (the PDP Act) and Standard 9 of the Victorian Protective Data Security Standards (the Standards).

I, \_\_\_\_\_, am authorised to notify the Information Commissioner that (my "organisation") \_\_\_\_\_ has identified significant change in its operating environment or significant change in its security risks relevant to the agency or body, as set out below:

Description of change	
Impacted organisation and parties	

My organisation is managing interim risks associated with this significant change and will:

1. undertake a Security Risk Profile Assessment (SRPA);
2. review its Protective Data Security Plan (PDSP); and
3. give a copy of the PDSP to the Information Commissioner under sections 89(4)(a) and 89(5) of the PDP Act by \_\_\_\_\_ (insert agreed date).

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

May 2021 – V1.0

Freedom of Information | Privacy | Data Protection

2. Speak to ISU before completing the [notification form](#)

**OVIC**  
Office of the Victorian  
Information Commissioner

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## PRACTITIONER GUIDE: Information Security Risk Management

Version 2.0

Formerly Chapter 1 of the Assurance Collection

Freedom of Information | Privacy | Data Protection

3. Undertake a new SRPA and complete a PDSP

**OVIC**  
Office of the Victorian  
Information Commissioner

OFFICIAL

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## Protective Data Security Plan (PDSP)

Information Security

Victorian Protective Data Security Standards  
Reporting information security capability and implementation progress

Single-Organisation Reporting Form

**Version 3.3**

This form is intended to be completed electronically.  
Different software may preview form fields differently.

The 2023 PDSP form was developed using Acrobat 2020 (20.004.30020).  
For best results when completing this form, please use a **compatible** version of Adobe Acrobat Reader or Adobe Acrobat Pro.

Freedom of Information | Privacy | Data Protection

OFFICIAL

4. Submit to ISU by the agreed upon date

# A word on the Machinery of Government

The recent Machinery of Government (MOG) **may** or **may not** constitute a significant change for your organisation.

Many organisations may have shifted departmental portfolios or been restructured or newly formed, but what does this mean for you?

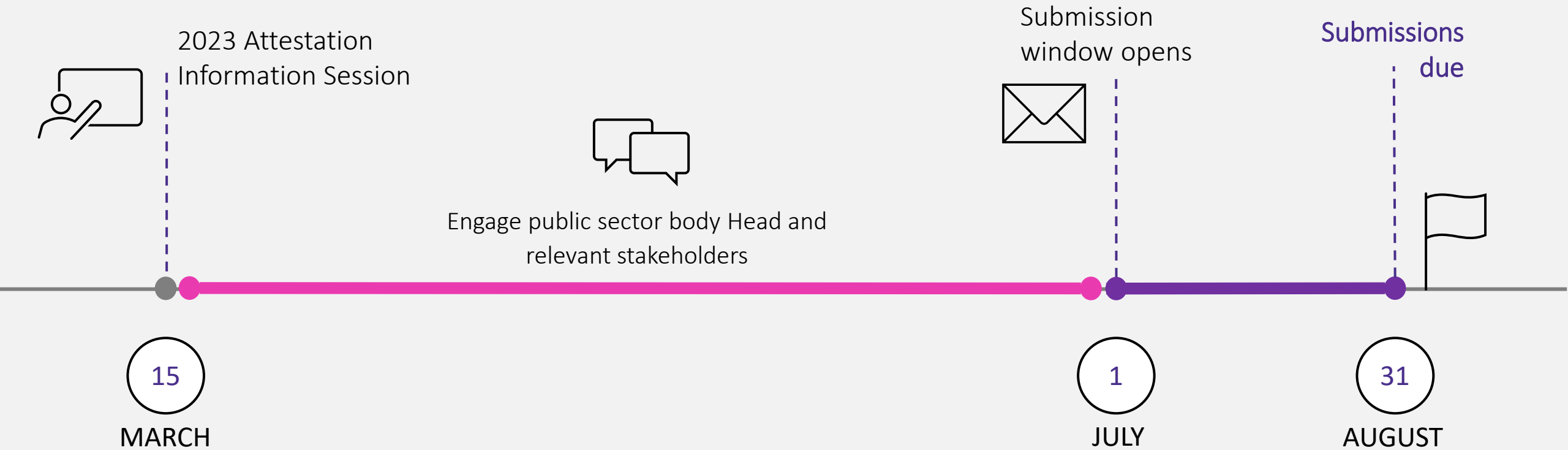
Have these changes significantly impacted your **information security program and activities**, and subsequently your organisation's **most recent PDSP submission**?

Still have questions? Email [security@ovic.vic.gov.au](mailto:security@ovic.vic.gov.au)



**Speak with your new portfolio  
if you were a subsidiary on a  
2022 PDSP and have been  
affected by the recent MOG!**

# When? Attestation Reporting Timeline



Ensure you consider your organisation's internal processes to allow enough time to gain sign off

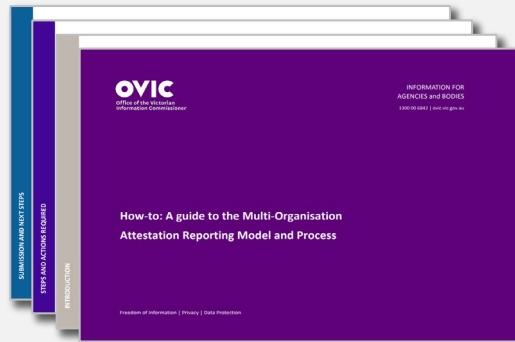
# Resources to help complete the reporting obligations

## Attestation Resources

Single Organisation Attestation [form](#)

Multi-organisation Attestation (talk to the ISU)

[How-to](#): A guide to the Multi-Organisation Attestation Reporting Model and Process



## Protective Data Security Plan (PDSP) Resources

PDSP form (talk to the ISU)

[How-to](#): A guide to completing the Protective Data Security Plan


[Practitioner Guide](#) – Information Security Risk Management

Victorian Protective Data Security Standards Implementation [Guidance](#)



*Questions*

# What's next?



Assess if your organisation will be completing an Attestation or a significant change PDSP.

To request forms, discuss a significant change, or if you have any other questions, reach out to the Information Security Unit via [security@ovic.vic.gov.au](mailto:security@ovic.vic.gov.au)

Sign and submit between **1 July 2023** and **31 August 2023**



*Thank you*