



**Office of the Victorian
Information Commissioner**

A background image showing a blurred crowd of people walking on a paved surface. The image is split into two vertical panels: the left panel is white with a light grey overlay, and the right panel is a solid purple color. The blurred figures of people are visible in both panels, creating a sense of movement and public space.

2022 Class B Cemetery Trust Reporting

Information Security Unit
May 2022

Acknowledgement

We acknowledge the Wurundjeri people of the Kulin Nation as the traditional owners of the land from which we are presenting today.

Many of you will be joining from the traditional lands of other traditional owners.

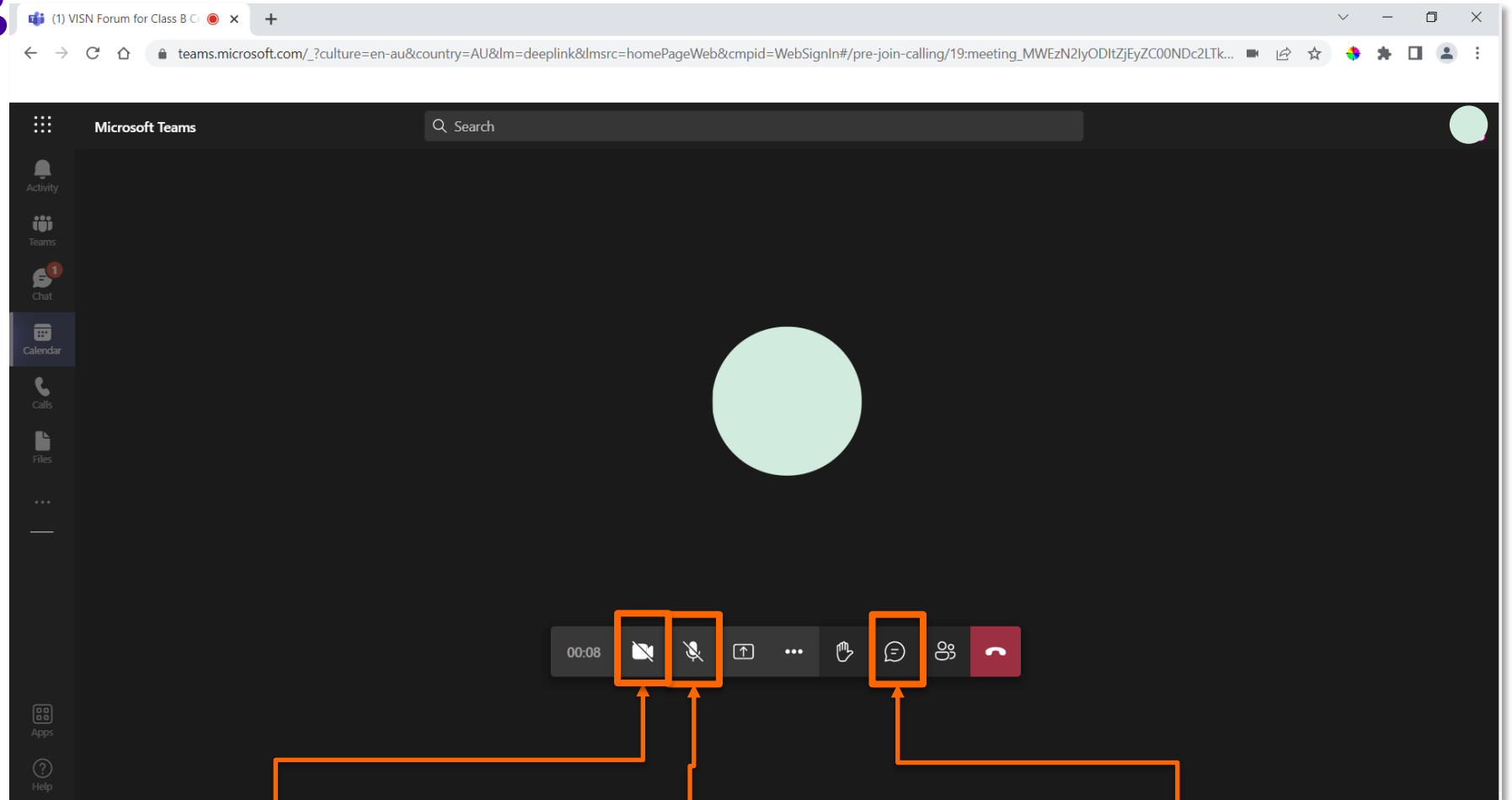
We pay our respects to their Elders, past and present, and Aboriginal Elders of other communities who may be with us today.

OVIC

Housekeeping

This session will be recorded

Please save questions until the end



Turn off your camera

Mute your microphone

Type your questions in the chat box



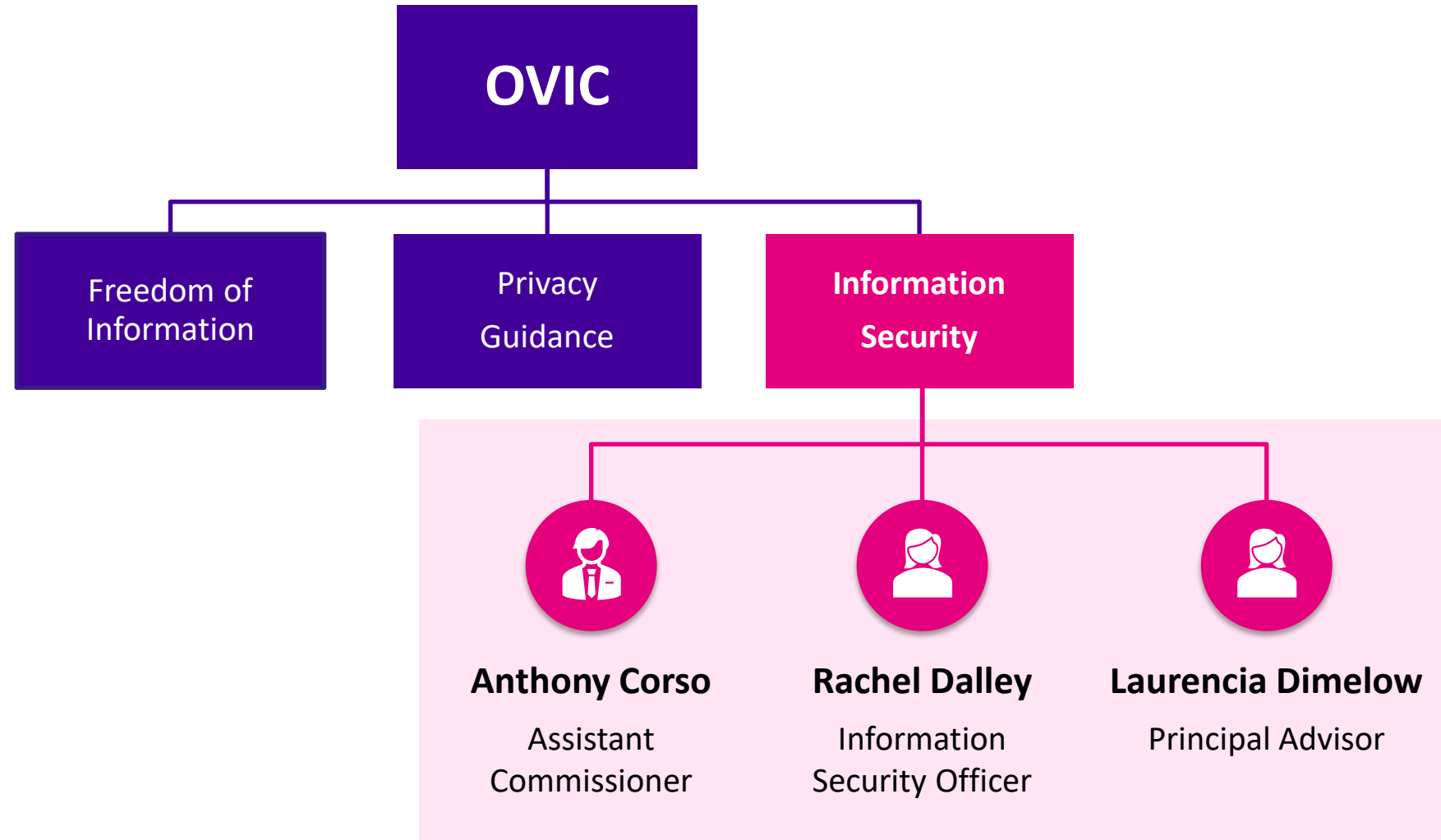
What is OVIC?

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?
- Questions



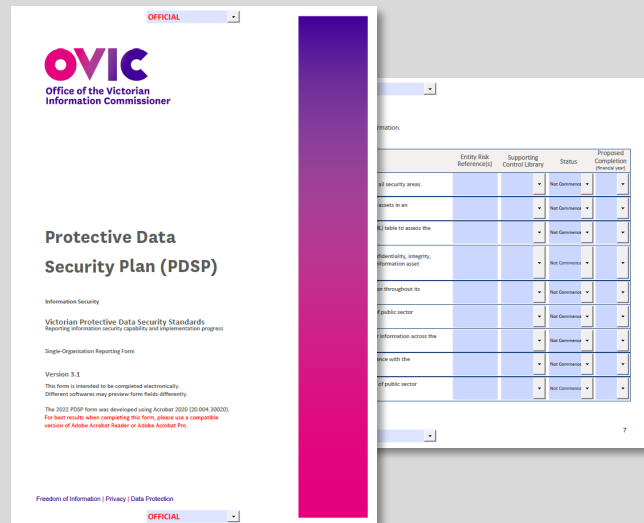
Woolshed Falls, Beechworth

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**.

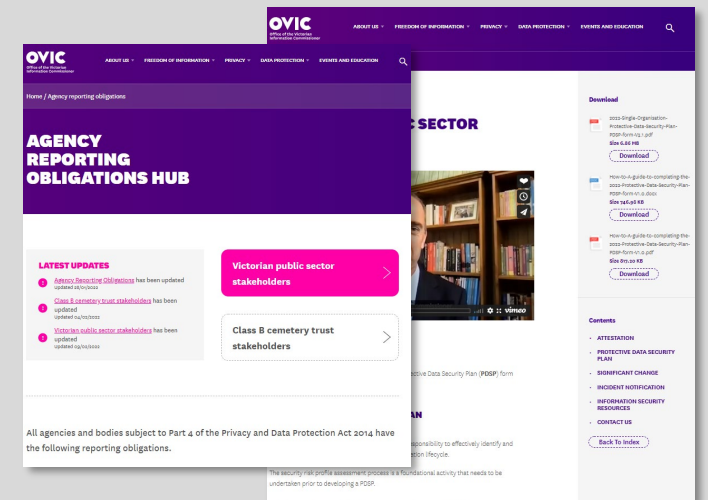
Class A Cemetery Trusts are required to use the standard VPS PDSP reporting template.



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>

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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Authorised by the Chief Parliamentary Counsel
 1

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 4 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 1986;
- (e) a public health service within the meaning of the Health Services Act 1986;
- (f) a multipurpose service within the meaning of the Health Services Act 1986;
- (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.

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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) Victorian Police; and
- (b) the Chief Statistician; and
- (c) an employee or consultant employed or engaged under section 4 of the Crime Statistics 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
 111

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.

A message from Victoria's Information Commissioner



<https://vimeo.com/670515944>

What does this mean for you?

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



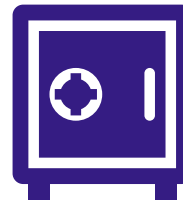
Cemetery maps



Right people



Computers (incl. cloud)



Safes



Locked filing cabinets



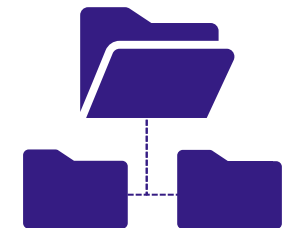
Archive



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>

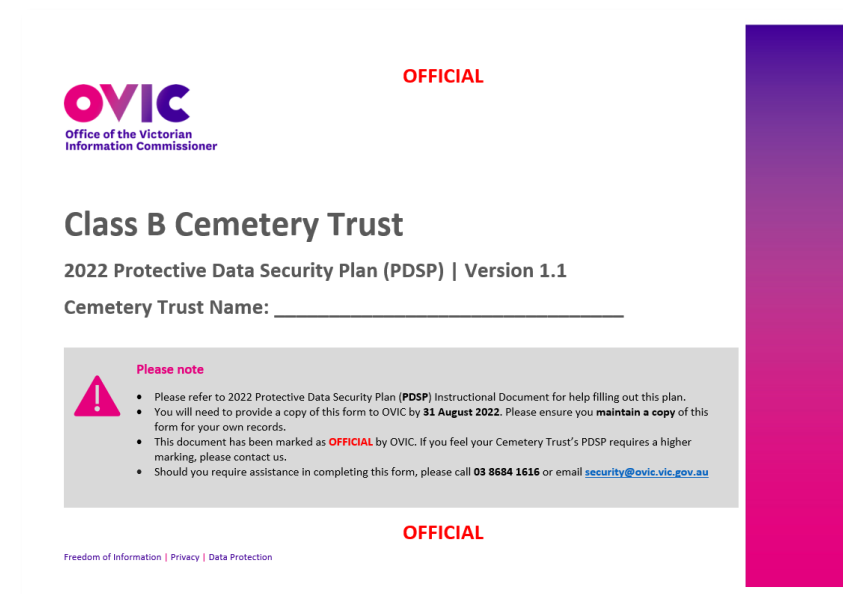


Class B Cemetery Trust PDSP Reporting

In 2022, Cemetery Trusts are required to submit a Protective Data Security Plan (**PDSP**) to OVIC by **31 August**.

The PDSP contains **14 core requirements** that assist Cemetery Trusts in managing their information in a consistent and secure manner.

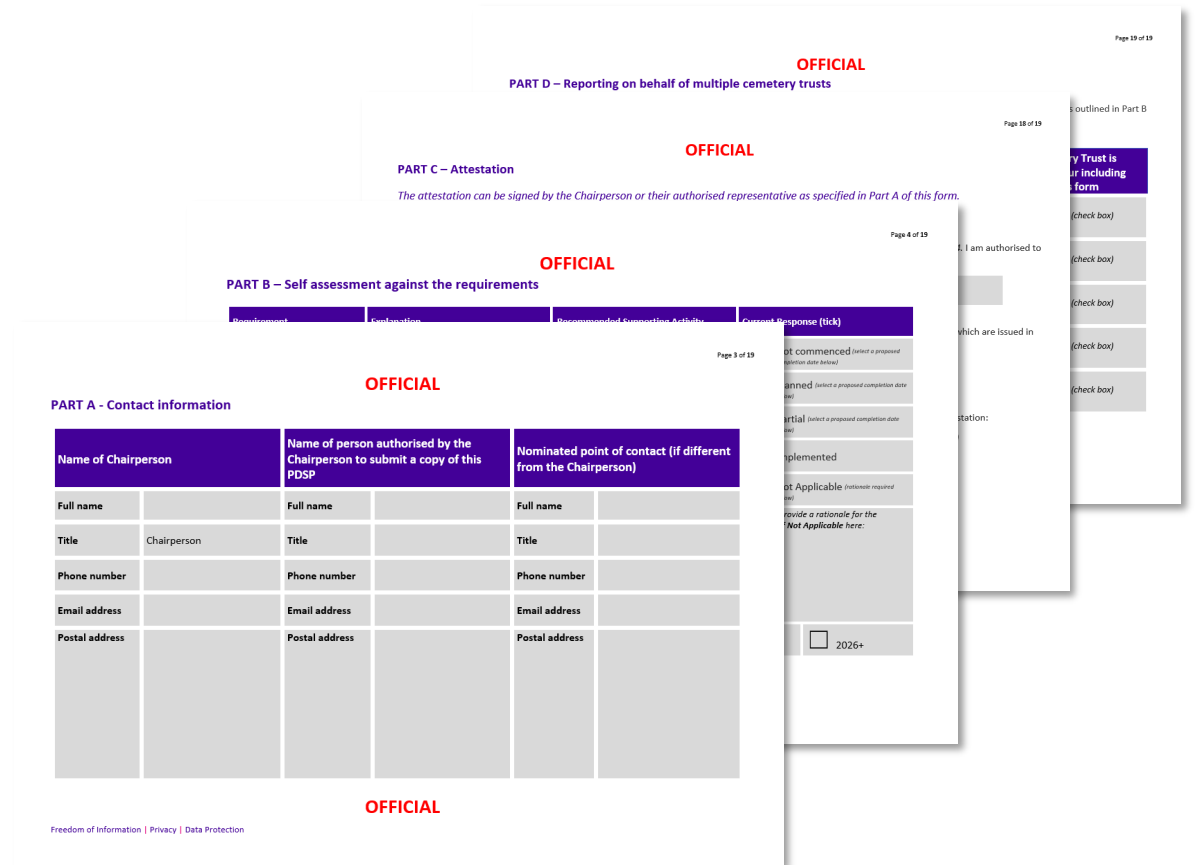
It is a requirement by law under the **Privacy and Data Protection Act** for Cemetery Trusts to submit a PDSP to OVIC.





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





Part A – Contact information

- Record the contact information for your cemetery trust’s:
 - Chairperson**
 - 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)
1	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.	<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) You must provide a rationale for the selection of Not Applicable here:
Proposed Completion date for this Requirement		 Trust members discuss and write down their approach to securely managing their cemetery trust information. This could be recorded in the form of a simple statement, or, for more complex Trusts, it may be recorded in one or more documents.	
		<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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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

Print name

Position

Date

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

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 requirement together!



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

1 **Class B Cemetery Trust PDSP**

We're going to look at Requirement 2

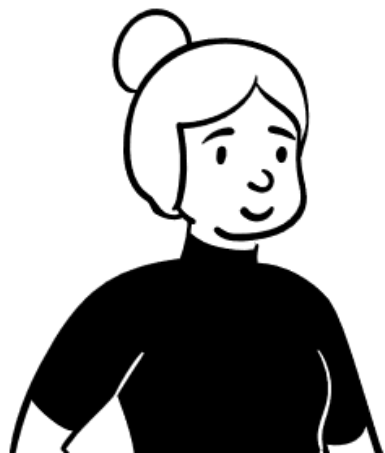
2 **Class B Cemetery Trust PDSP How-to Guide**


Refer 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 identifies and records the different types of information it manages</p> <p>Cemetery trusts manage different kinds of information, such as:</p> <ul style="list-style-type: none"> • 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 <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 security@ovic.vic.gov.au or 03 8684 1616</i></p>	<input type="checkbox"/> Not commenced <i>(select a proposed completion date below)</i>
			<input type="checkbox"/> Planned <i>(select a proposed completion date below)</i>
			<input type="checkbox"/> Partial <i>(select a proposed completion date below)</i>
			<input type="checkbox"/> Implemented
			<input type="checkbox"/> Not Applicable <i>(rationale required below)</i>
			<p><i>You must provide a rationale for the selection of Not Applicable 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 (tick)
2	<p>The cemetery trust identifies and records the different types of information it manages</p> <p>Cemetery trusts manage different kinds of information, such as:</p> <ul style="list-style-type: none"> • list of trustees and interment registers; • meeting agendas and minutes; • correspondence; • financial statements, invoices, and receipts; • policies and procedures; • instruments of delegation; • employee contracts; • maps <p>Sometimes these are kept in paper or electronic form.</p> <p>Understanding and documenting the different types of information that trust members manage helps 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>OVIC has developed an Information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact OVIC at ovic@ovic.vic.gov.au or 03 9585 3035</p>	<input type="checkbox"/> Not commenced <input type="checkbox"/> Planned <input type="checkbox"/> Partial <input type="checkbox"/> Implemented <input type="checkbox"/> Not Applicable
<p>Completion by requirement</p> <input type="checkbox"/> 2022/2023 <input type="checkbox"/> 2023/2024 <input type="checkbox"/> 2024/2025 <input type="checkbox"/> 2025/2026 <input type="checkbox"/> 2026+			

Requirement	
2	The cemetery trust identifies and records the different types 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.,

- Identify
- 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 (tick)
2	<p>The cemetery trust identifies and records its different types of information it manages:</p> <ul style="list-style-type: none"> meeting agendas and minutes; correspondence; financial statements, invoices, and receipts; policies and procedures; instruments of delegation; employee contracts; maps <p>Sometimes these are kept in paper or electronic form.</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>This has developed an information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact trvc@ovic.vic.gov.au or 03 9882 3035</p>	<input type="checkbox"/> Not commenced <input type="checkbox"/> Planned <input type="checkbox"/> Partial <input type="checkbox"/> Implemented <input type="checkbox"/> Not Applicable

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	The cemetery trust identifies and records its different types of information it manages: <ul style="list-style-type: none"> 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.	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 or 03 8684 1616	<input type="checkbox"/> Not commenced <input type="checkbox"/> Planned <input type="checkbox"/> Partial <input type="checkbox"/> Implemented <input type="checkbox"/> Not Applicable
Understanding and documenting the different types of information that trust members manage helps community confidence.			
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+			

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 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

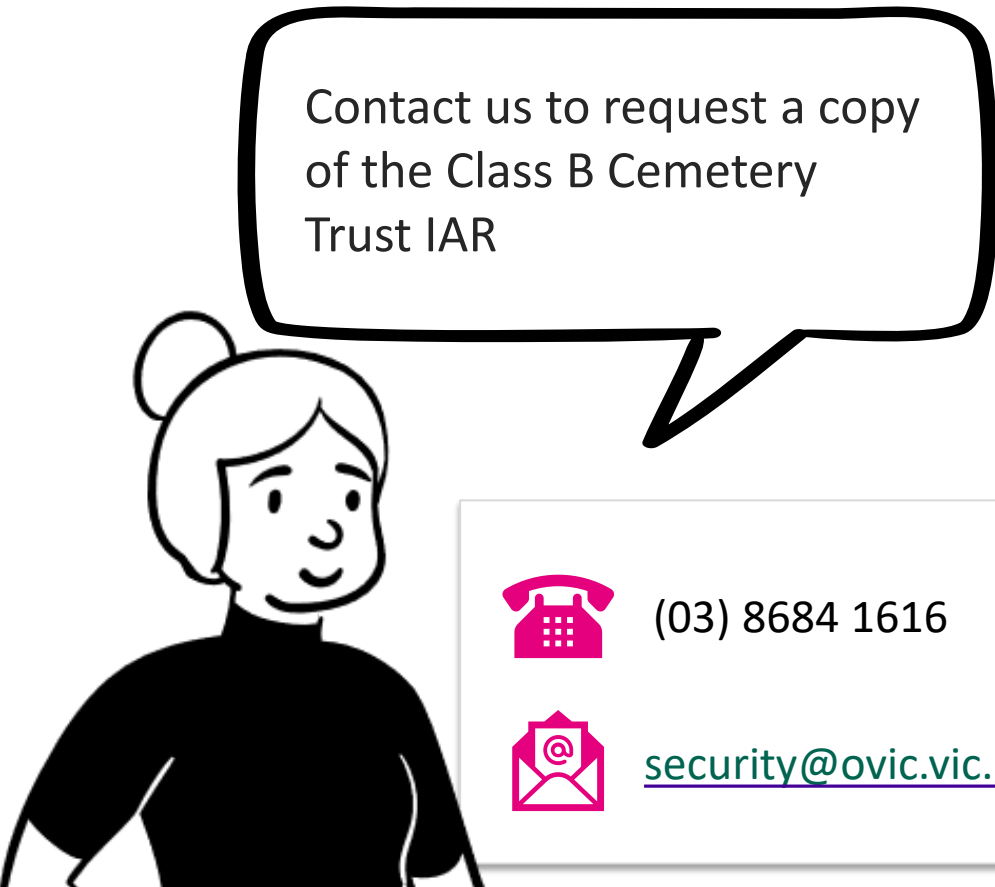


ACTIVITY: Blank Cemetery Trust IAR (4 pages)
Use the following template to complete your Information Asset Register. Print as many copies as you need to capture all of your information assets.

NAME			
VERSION/DATE			
A: What is the asset name?			
B: What types of information are held in this asset? Please briefly describe			
Circle 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
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



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 its different types of information it manages	Cemetery trusts manage different kinds of information, such as: <ul style="list-style-type: none"> • list of trustees and interim trustees • 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.	Trust members discuss the various cemetery trust information types managed by the trust. 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. OVIC has developed an Information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact OVIC at ocvic@ovic.vic.gov.au or 03 9585 3035.	<input type="checkbox"/> Not commenced <input type="checkbox"/> Planned <input type="checkbox"/> Partial <input type="checkbox"/> Implemented <input type="checkbox"/> Not Applicable
Understanding and documenting the different types of information that trust members manage helps community confidence.				
Completion in 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)	
<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)

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.

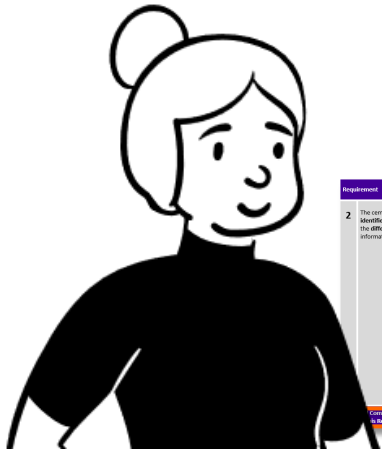


Example: Requirement 2 of the PDSP

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

Proposed Completion date for this Requirement	2022/2023	2023/2024	2024/2025	2025/2026	2026+
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Remember to tick one of the completion date boxes
- This may help you target your activities and help with your planning
- If you have implemented this requirement then you don't need to tick a box



Requirement	Explanation	Recommended Supporting Activity	Current Response (tick)
2	The cemetery trust identifies and records its different types of information it manages Cemetery trusts manage different kinds of information, such as: • list of trustees and interim registrars • meeting agendas and minutes • correspondence • financial statements, notices, 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 helps community confidence.	Trust members discuss the various cemetery trust information types managed by the trust. 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. OVIC has developed an Information Asset Register template for Class B Cemetery Trusts. To request a copy, please contact OVIC at ocvic@ovic.vic.gov.au or 03 9585 3035	<input type="checkbox"/> Not commenced <input type="checkbox"/> Planned <input type="checkbox"/> Partial <input type="checkbox"/> Implemented <input type="checkbox"/> Not Applicable

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 identifies and records the different types of information it manages</p> <p>Cemetery trusts manage different kinds of information, such as:</p> <ul style="list-style-type: none"> • 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 <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 security@ovic.vic.gov.au or 03 8684 1616</p>	<p><input type="checkbox"/> Not commenced (select a proposed completion date below)</p> <p><input checked="" 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>You must provide a rationale for the selection of Not Applicable 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+	



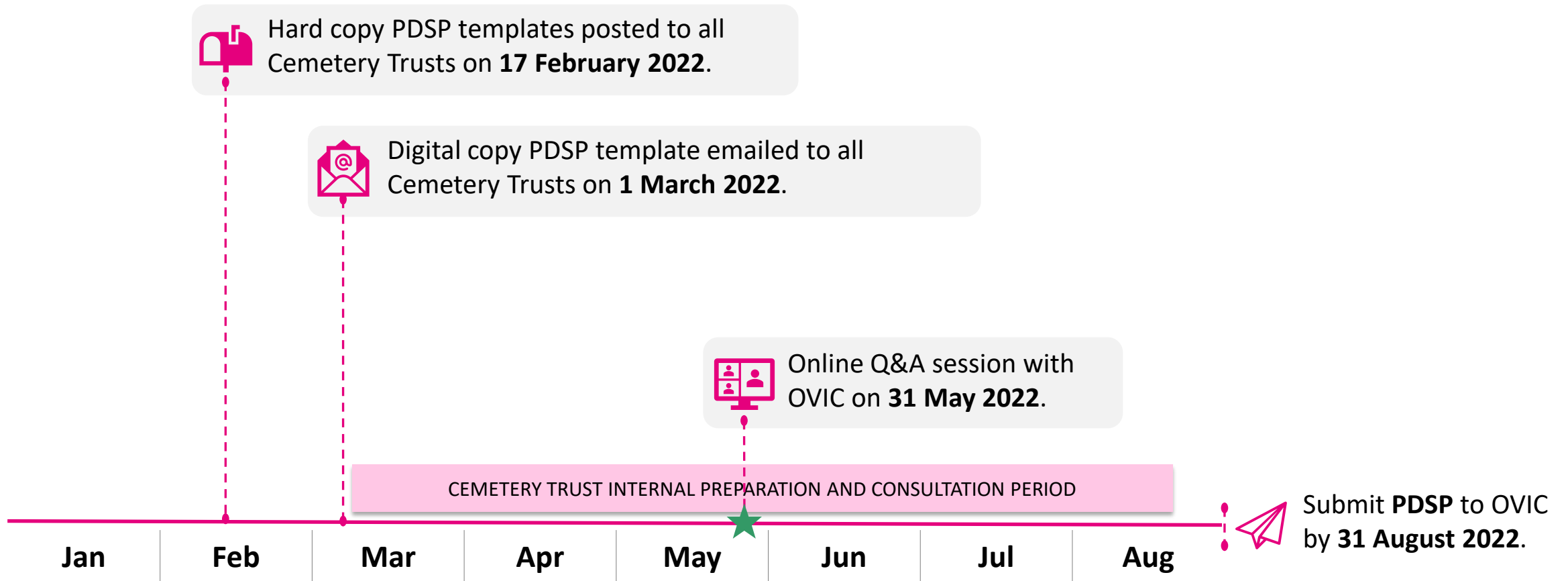
Remember!



- 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



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?



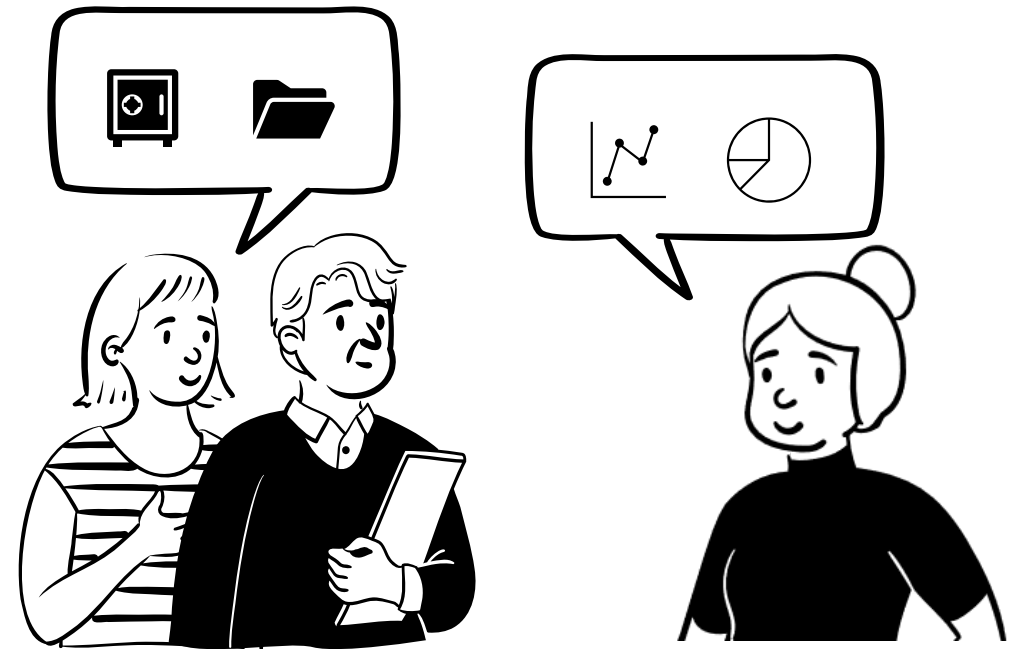
Shepparton Art Museum, Shepparton

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



Class B Cemetery Trust website

This is where you can download of materials and resources and find contact details

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



OVIC
Office of the Victorian Information Commissioner

ABOUT US FREEDOM OF INFORMATION PRIVACY DATA PROTECTION EVENTS AND EDUCATION

Home / Agency reporting obligations / Class B cemetery trust stakeholders

CLASS B CEMETERY TRUST STAKEHOLDERS

2022 Class B Cemetery Trust Protective Data Security Plans from OVIC

Sven Bluemmel
INFORMATION COMMISSIONER

Now we all know that cemetery

02:33

Download

- 2022-Class-B-Cemetery-Trust-Protective-Data-Security-Plan.docx
Size 167.37 KB
Download
- 2022-Class-B-Cemetery-Trust-Protective-Data-Security-Plan-How-to-Guide.docx
Size 484.99 KB
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- 2022-Class-B-Cemetery-Trust-Protective-Data-Security-Plan-How-to-Guide.pdf
Size 439.82 KB
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Contents

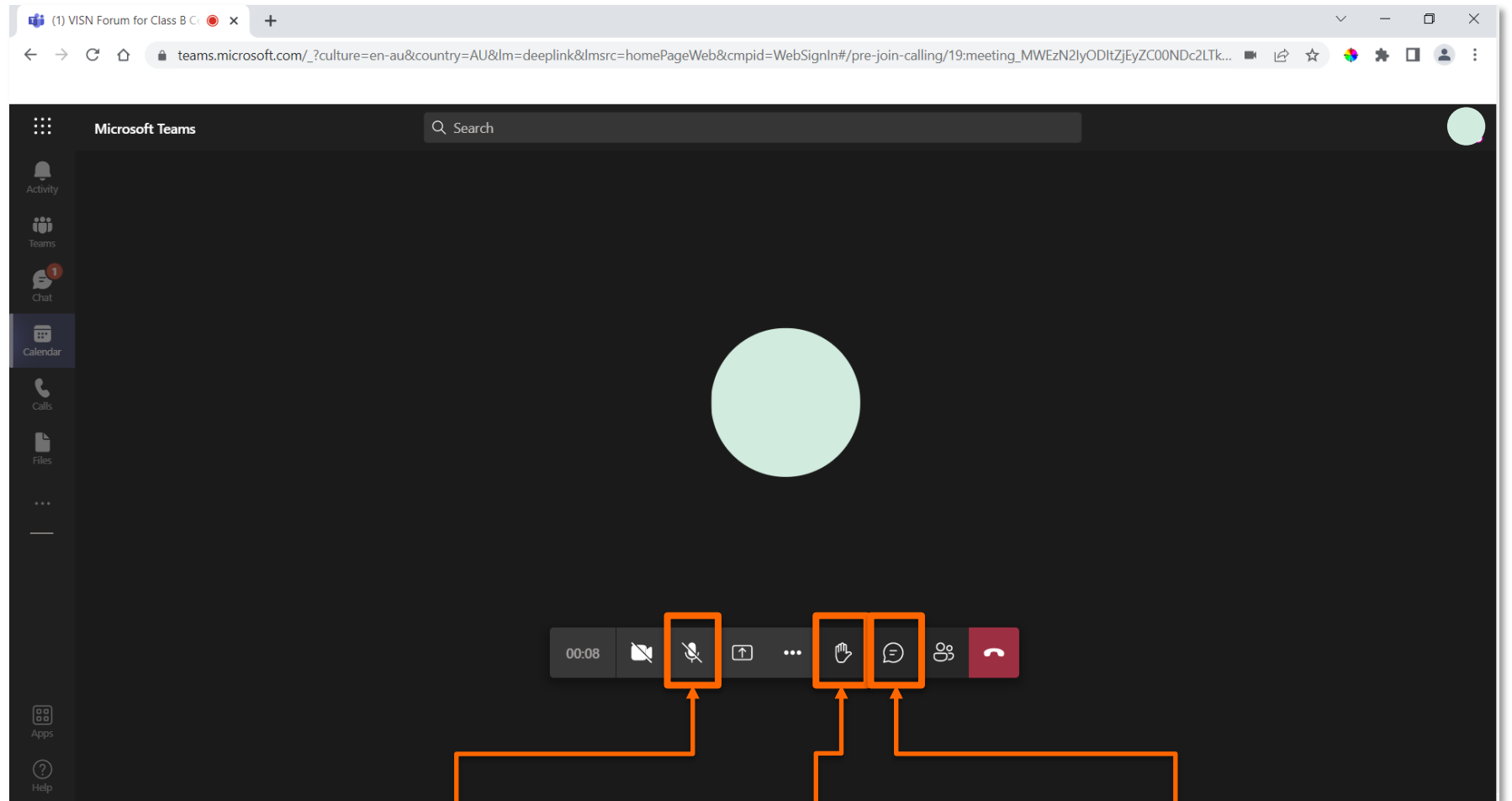
- ATTESTATION
- PROTECTIVE DATA SECURITY PLAN
- DEPARTMENT OF HEALTH CEMETERY SECTOR GOVERNANCE SUPPORT
- SIGNIFICANT CHANGE
- INCIDENT NOTIFICATION
- INFORMATION SECURITY RESOURCES

ATTESTATION

The Attestation for 2022 is included in the [2022 Protective Data Security Plan \(PDSP\) form](#).

PROTECTIVE DATA SECURITY PLAN

Questions



Unmute

Raise your hand

Type your question in the chat box



Thank you!