

Personal information notice of collection – FOI annual report survey 2024-25

The collection of personal information via the Freedom of Information (FOI) survey is done in accordance with Information Privacy Principle 1; that is, it is necessary for the Office of the Victorian Information Commissioner's (OVIC) annual reporting functions.

What type of personal information is collected?

The personal information collected includes the name, position title and contact information of the officer completing the survey, the names of FOI decision makers and the name, position title and contact information for the relevant Principal officer and general contact information for the relevant agency or Minister.

The survey contains free text fields. Except for where the above referenced personal information is requested, survey respondents are asked to NOT enter any other personal information into the free text fields.

How will this information be used or managed?

We will use the information provided in the survey to fulfill our reporting functions under section 64 of the *Freedom of Information Act 1982* (Vic).

A secondary purpose of the contact information provided will be to update our internal databases as required, to ensure the currency of our contact lists and make sure we are contacting the right people when providing our services.

Any personal information provided will be handled in line with our [Privacy Policy](#). Individuals can request access to any personal information we hold about them obtained from this survey by contacting us at foiannualreport@ovic.vic.gov.au.

Will information from the survey be provided to third parties?

OVIC works with a third party to conduct the survey.

Once completed, the full information you provide in the survey will only be accessible by OVIC staff and our contractors facilitating the information collection.

In line with OVIC's legislative requirements, certain information provided through the survey will ultimately be reported in OVIC's annual report, which is a publicly available document.

This information does include personal information, being the names of FOI decision makers.

If you have any questions about this notice of collection, please contact us via foiannualreport@ovic.vic.gov.au or 1300 00 6842.