

# Gifts, Benefits and Hospitality



## Privacy Collection Statement – Gift Offers

### Background

This privacy collection statement is published in accordance with the Information Privacy Principles in Schedule 1 of the *Privacy and Data Protection Act 2014*.

Royal Botanic Gardens Victoria is part of the public sector. As such, we comply with a range of laws and related obligations, including:

- the *Public Administration Act 2004*;
- the *Minimum accountabilities for the management of gifts, benefits and hospitality* issued by the Victorian Public Sector Commission; and
- the *Privacy and Data Protection Act 2014*.

### Collection, retention and use of information

As part of our compliance with our obligations and with good public sector governance practice:

1. If an individual or organisation offers a reportable gift, benefit or hospitality to a Royal Botanic Gardens Victoria board member or employee of the agency as a result of that person's role, information about the offer and who made it will be recorded, retained, and used by Royal Botanic Gardens Victoria.
2. The purpose of collecting this information is to record details of reportable gifts, benefits and hospitality in an internal register to ensure compliance with government policy, including to:
  - a. comply with the *Minimum accountabilities for the management of gifts, benefits and hospitality*; and
  - b. promote transparency in public sector decision making.
3. Royal Botanic Gardens Victoria's Gifts, Benefits and Hospitality Policy is published **here**.
4. As set out in the Gifts, Benefits and Hospitality Policy, Royal Botanic Gardens Victoria publishes a de-identified copy of its gifts register on its **website**, as required by the minimum accountabilities.
5. If you have offered a gift to a Royal Botanic Gardens Victoria board member or employee as a result of that person's role, you can view the information that has been recorded by contacting:

Chief Finance Officer

Phone: 9252 2342

Email: [rbg@rbg.vic.gov.au](mailto:rbg@rbg.vic.gov.au)