

PRIVACY STATEMENT – PETITIONS

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STATEMENT AUTHORISATION

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1. PURPOSE AND APPLICATION

The Parliament of Victoria and the parliamentary departments are committed to protecting your privacy. We handle personal information in accordance with the *Privacy and Data Protection Act 2014 (Vic)* (**PDP Act**) and other relevant legislation and, for petitions, in accordance with:

- Standing and sessional orders of the Legislative Council
- Standing and sessional orders of the Legislative Assembly

When we refer to “us” or “we”, we mean each of the parliamentary departments under section 7 of the *Parliamentary Administration Act 2005*, being the Department of the Legislative Council, the Department of the Legislative Assembly, and the Department of Parliamentary Services. Together, the parliamentary departments provide support, infrastructure and professional services that enable the work of the Parliament of Victoria. Where we refer to a particular parliamentary department in this privacy statement, we refer to it by name.

This privacy statement only applies to petitions. It explains what information is collected by the Department of the Legislative Assembly or the Department of the Legislative Council when you start or sign a paper petition or an e-petition. It may be updated from time to time.

This privacy statement does not apply to your general access and use of the rest of the website operated by the Parliament of Victoria (ie website addresses ending in parliament.vic.gov.au), which is governed by the Privacy Collection Statement – Website. For information about our broader privacy practices and how we handle personal information generally, please refer to our Privacy Policy.

2. DEFINITIONS

The terms personal information, sensitive information and health information have the same meanings as in our Privacy Policy. In this privacy statement, any reference to **personal information** is also a reference to health information and sensitive information unless otherwise stated.

In this privacy statement, we refer to **petitions**, which include both **paper petitions** and **e-petitions**.

A **paper petition** is a petition containing original handwritten signatures, which may be in the form of the relevant template provided on the Parliament of Victoria website.

An **e-petition** refers only to a petition created on the Parliament of Victoria website. It does not include online petitions hosted on external sites such as Change.org. The Legislative Council and the Legislative Assembly have different rules and procedures for creating and publishing an e-petition.

In this privacy statement, a **public document** is a publication or document generally available to the public and includes a petition tabled in Parliament.

3. What we collect

We collect personal information that is reasonably necessary for us to perform our statutory functions and duties under the relevant standing and sessional orders to facilitate the presentation of your petition to the Parliament of Victoria.

Paper petitions

The person who drafts a paper petition is responsible for promoting and collecting signatures for that paper petition, and for arranging to give the paper petition to a Member of Parliament for tabling in Parliament.

The Member of Parliament must first lodge the paper petition with the relevant Clerk before tabling it in Parliament. At this time, we collect your personal information, including your name, residential address and signature. If you have provided additional personal information on the petition such as your contact number or email address, this information is also collected. In some cases, we may indirectly collect sensitive or health information depending on the subject matter of the petition and how it is framed.

E-petitions

When you lodge a request to start an e-petition, we collect your personal information such as your name, contact number, residential address and email address. If you include sensitive or health information in your e-petition request, we also collect this information.

When you sign an e-petition, we collect your name and residential address.

Website statistics, analytics and server logs

We also collect website statistics using web analytics data and website server logs when you visit or use the Parliament of Victoria website to start, sign or lodge an e-petition. For further information please see the Privacy Collection Notice – Website.

4. Methods of collection

We collect personal information directly from you when you start, sign or lodge a request to start an e-petition on the Parliament of Victoria website. We may also collect your personal information indirectly where you sign a paper petition started by a principal or sponsoring petitioner, and that petition is then lodged with the relevant Clerk.

5. How personal information is used and disclosed

We use and disclose personal information in petitions in accordance with this privacy statement to:

- prior to tabling, for the purpose of administering an e-petition, liaising with the principal or sponsoring petitioner, seeking feedback or operating the e-petition service;
- table a paper petition or e-petition in Parliament;
- transfer tabled petitions to the Public Records Office of Victoria; and
- provide a copy to the responsible Minister.

How personal information is used and disclosed differs between paper petitions and e-petitions, and between the Department of the Legislative Assembly and the Department of the Legislative Council.

Department of the Legislative Assembly

The collection, storage and use of personal information provided in the petitioning process is governed by Standing and sessional orders set by the Legislative Assembly.

For a sponsoring petitioner starting an e-petition in the Legislative Assembly, your full name and email address will be made public on the Parliament of Victoria website against the e-petition. We may also contact you to provide feedback on the e-petitioning process.

The sessional orders require people who join or sign an e-petition to provide their name and Victorian residential address. Prior to tabling, the personal information of those who join or sign an e-petition will not be published, and the website will only show a tally of the number of signatures collected. At this time, access to this information is restricted to parliamentary officers for the purpose of administering the e-petition or operating the e-petition service.

Once an e-petition closes, there is no ability to add or remove personal information or signatures from the e-petition.

Once tabled in Parliament, a petition becomes a **public document**. A tabled petition, including paper and e-petitions, will contain the name and full address of all people who have signed the petition. It may also contain sensitive or health information depending on the subject matter of the petition and how it is framed. For paper petitions, if you have provided additional personal information when signing the petition, such as your email address or phone number, this will also be made public. Once tabled, there is no ability to add or remove personal information or signatures from a petition.

Copies of all tabled petitions, both paper and e-petitions, including the personal information in a tabled petition, can be requested from the Legislative Assembly Procedure Office.

Department of the Legislative Council

The collection, storage and use of personal information provided in the petitioning process is governed by standing and sessional orders approved by the Legislative Council.

For a principal petitioner starting an e-petition in the Legislative Council, your email address will be made public on the Parliament of Victoria website against the e-petition. We may also contact you to provide feedback on the e-petitioning process.

The Standing Orders require people who join or sign an e-petition to provide their name and Victorian residential address. Prior to tabling, the personal information of those who join or sign an e-petition will not be published, and the website will only show a tally of the number of signatures collected. At this time, access to this information is restricted to parliamentary officers for the purpose of administering the e-petition or operating the e-petition service.

Once an e-petition is tabled, there is no ability to add or remove personal information or signatures from the e-petition.

Once tabled in Parliament, a petition becomes a **public document**. A tabled petition, including paper and e-petitions, will contain the name and full address of all people who have signed the petition. It may also contain sensitive or health information depending on the subject matter of the petition and how it is framed. For paper petitions, if you have provided additional personal information when signing the petition, such as your email address or phone number, this will also be made public. Once tabled, there is no ability to add or remove personal information or signatures from a petition.

Copies of all tabled petitions, both paper and e-petitions, including the personal information in a tabled petition, can be requested from the Legislative Council Table Office.

Tabled petitions

Once tabled in Parliament, ie made public, a petition or e-petition becomes a **public document**.

Under s 12(1) of PDP Act, nothing in that Act, the Information Privacy Principles or a data security standard applies to any personal information contained in a document that is a generally available publication or a public record under the control of the Keeper of Public Records that is available for public inspection in accordance with the *Public Records Act 1973 (Vic)*.

Accordingly, copies of a tabled paper petition, or the details of a tabled e-petition, including the personal information of signatories, may be accessed on request from the Legislative Assembly Procedure Office or from the Legislative Council Table Office. Terms of tabled petitions, including number of signatures, will be included in the database of tabled documents on the Parliament of Victoria website. Tabled petitions are

publicly searchable, and will ultimately be transferred to the Public Records Office of Victoria as an open series resource which can be reviewed, searched, scanned and data-mined by members of the public.

6. Anonymity

It is not possible to start or sign a paper petition or e-petition anonymously. If you wish to seek change and remain anonymous, you can contact your local Member of Parliament or a government department by other means.

7. Access and correction

In the Legislative Council and the Legislative Assembly, once an e-petition is tabled, there is no ability to add or remove signatures from the petition or the tabled document.

If you have any questions about this privacy statement, please contact us by email at PrivacyOfficer@parliament.vic.gov.au.

8. COMPLAINTS

If you have a concern or a complaint about how we have handled your information during the petitioning or e-petitioning process, please contact us by email at PrivacyOfficer@parliament.vic.gov.au.

9. FURTHER INFORMATION

Version	1.0 This privacy statement was last updated on 6 September 2023.
Contact	PrivacyOfficer@parliament.vic.gov.au