

## PRIVACY STATEMENT – PETITIONS

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### STATEMENT AUTHORISATION

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## 1. PURPOSE

A petition is an official document raising issues and requesting action from the Parliament of Victoria. Any Victorian can sign or start a petition. Personal information contained in petitions is handled by the Parliament of Victoria and the parliamentary departments in accordance with:

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

This privacy statement outlines how personal information contained in petitions is handled.

In this privacy statement, a reference to a parliamentary department or the parliamentary departments means, depending on the context, each or all of the administrative departments of the Parliament of Victoria, 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.

## 2. SCOPE

This privacy statement only applies to petitions. It explains what information is collected by the Parliament of Victoria when an individual starts or signs a paper petition or an e-petition. It may be updated from time to time.

This privacy statement does not apply to 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](http://parliament.vic.gov.au)), which is governed by the [Privacy Collection Notice – Website \(Websites\)](#).

Please refer to the [Privacy Policy](#) contains information about the parliamentary departments' broader privacy practices and how personal information is handled generally.

## 3. DEFINITIONS

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

**Petitions** means both **paper petitions** and **e-petitions**.

**Paper petition** means a petition containing original handwritten signatures, which may be in the form of the relevant template provided on the Website.

**E-petition** refers only to a petition created on the 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.

**Public document** means a publication or document generally available to the public and includes a petition tabled in Parliament.

## 4. WHAT IS COLLECTED

The parliamentary departments collect personal information that is reasonably necessary for the performance of their statutory functions and duties under the relevant standing and sessional orders to facilitate presenting petitions to the Parliament of Victoria.

## Paper petitions

The individual 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.

Under the Standing Orders, a member of Parliament must first lodge the paper petition with the relevant Clerk before it is presented in Parliament. At this time, personal information is collected, including a name, residential address and signature. Whilst not required by the Standing Orders, if additional personal information is provided on the petition such as a phone number or email address, this information is also collected. In some cases, sensitive or health information may be collected depending on the subject matter of the petition and how it is framed.

## E-petitions

When an individual lodges a request to start an e-petition, the following personal information is collected: name, contact number, residential address and email address. Sensitive or health information included in the e-petition request is also collected.

When an individual signs an e-petition, their name and residential address are collected.

## Website statistics, analytics and server logs

Website statistics are collected from users starting, signing and/or lodging an e-petition using web analytics data and website server logs. For further information please see the [Privacy Collection Notice – Website](#).

## 5. METHODS OF COLLECTION

The parliamentary departments collect personal information directly from individuals when they start, sign or lodge a request to start an e-petition on the Websites. The parliamentary departments may also collect personal information about an individual from someone else where an individual signs a paper petition started by a principal or sponsoring petitioner, and that petition is then lodged with the relevant Clerk.

## 6. HOW PERSONAL INFORMATION IS USED AND DISCLOSED

The parliamentary departments 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 Orders set by the Legislative Assembly.

For a sponsoring petitioner starting an e-petition in the Legislative Assembly, their full name and email address will be made public on the Website against the e-petition. The department may also contact the sponsoring petitioner to request their 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 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 an individual has provided additional personal information when signing the petition, such as their 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, their email address will be made public on the Website against the e-petition. The department may also contact the principal petitioner to request their 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 an individual has provided additional personal information when signing the petition, such as their 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 paper petition or e-petition becomes a **public document**.

Under s 12(1) of the *Privacy and Data Protection Act 2014* (Vic), 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 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 Websites. 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.

## 7. CORRECTION

Names may be removed from an e-petition before it closes. Once a paper petition or e-petition is tabled, there is no ability to add or remove signatures from the petition.

For Legislative Council e-petitions, please contact [epetitions.council@parliament.vic.gov.au](mailto:epetitions.council@parliament.vic.gov.au) or (03) 9651 8678.

For Legislative Assembly e-petitions, please contact [epetitions.assembly@parliament.vic.gov.au](mailto:epetitions.assembly@parliament.vic.gov.au) or (03) 9651 8555.

## 8. ANONYMITY

It is not possible to sign a paper petition or start or sign an e-petition anonymously.

## 9. COMPLAINTS

Individuals wishing to raise a concern or a complaint about how their personal information has been handled during the petitioning or e-petitioning process, can contact the relevant parliamentary department or the Privacy Officer at the details below.

## 10. FURTHER INFORMATION

<b>Frequently asked questions</b>	<a href="#">Petitions FAQ - Parliament of Victoria</a>
<b>Legislative Council petitions</b>	<a href="mailto:epetitions.council@parliament.vic.gov.au">epetitions.council@parliament.vic.gov.au</a> or (03) 9651 8678
<b>Legislative Assembly petitions</b>	<a href="mailto:epetitions.assembly@parliament.vic.gov.au">epetitions.assembly@parliament.vic.gov.au</a> or (03) 9651 8555
<b>Contact</b>	<a href="mailto:PrivacyOfficer@parliament.vic.gov.au">PrivacyOfficer@parliament.vic.gov.au</a>