

Request For Personal/Health Information Held By Commercial Passenger Vehicles Victoria

This form must be used when law enforcement/statutory bodies request documents or information (physical or electronic) from Commercial Passenger Vehicles Victoria (CPVV) (where request is not pursuant to court process)

Requesting person's details

Name Position

Business Unit/Agency/Government Department

Contact Phone/Address/Email

Subject of request

Surname Given Name

Date of Birth Person ID (if known)

Address

Information requested

Please specify the information you are seeking and why you believe it is necessary for it to be disclosed.

Details

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Reason and Legislative Authority for request

Tick the relevant Information Privacy Principle (IPP) of the *Privacy and Data Protection Act 2014 (Vic)* to explain why you believe it is reasonably necessary for CPVV to disclose the information to your organisation.

IPP2.1(b): the individual has **consented** to the use or disclosure (please provide proof of consent)

IPP2.1(d): you reasonably believe that the use or disclosure is **necessary to lessen or prevent**—

(i) a **serious threat to an individual's life**, health, safety or welfare or

(ii) a **serious threat to public health**, public safety or public welfare

IPP2.1(e): you have reason to suspect that **unlawful activity** has been, is being or may be engaged in, and use or disclosure of the personal information is a **necessary part of an investigation** of the matter or in reporting concerns to relevant persons or authorities

IPP2.1(f): use or disclosure is **required or authorised by or under law** (please provide an explanation of the relevant law)

IPP2.1(g): you reasonably believe that use or disclosure is reasonably necessary for **one or more** of the following actions by or on behalf of a law enforcement agency—

(i) the **prevention, detection, investigation, prosecution or punishment of criminal offences** or breaches of a law imposing a penalty or sanction

(ii) the enforcement of laws relating to the **confiscation of the proceeds of crime**

(iii) the **protection of the public revenue**

(iv) the prevention, detection, investigation or remedying of **seriously improper conduct**

(v) the **preparation for, or conduct of, proceedings before any court or tribunal**, or implementation of the orders of a court or tribunal

IPP 2.1(h): the Australian Security Intelligence Organisation (ASIO) or the Australian Secret Intelligence Service (ASIS), in connection with its functions, has requested the organisation to disclose the personal information and—

(i) the disclosure is made to an officer or employee of ASIO or ASIS (as the case requires) authorised in writing by the Director-General of ASIO or ASIS (as the case requires) to receive the disclosure; and

(ii) an officer or employee of ASIO or ASIS (as the case requires) authorised in writing by the Director-General of ASIO or ASIS (as the case requires) for the purposes of this paragraph has certified that the disclosure would be connected with the performance by ASIO or ASIS (as the case requires) of its function

Manager/Supervisor obligations and approval

For the protection of personal/health information and law enforcement data, the requesting person provides the following assurances for and on behalf of the organisation for whom the request is made under to meet the obligations of the *Privacy and Data Protection Act 2014 (Vic)*:

- No document or information derived from any document given under this request will be disclosed to another person or agency unless required by compulsion of law (e.g. subpoena), or authorised by law.
- Physical versions or copies of documents given under this request will be stored in a secure facility that is physically protected against unauthorised access including the use of lockable containers, cabinets and restricted access rooms.
- Electronic versions or copies of documents given under this request will be appropriately protected against unauthorised access including the use of passwords, encryptions, firewalls and other appropriate protections.
- Adequate security measures will be implemented to protect all documents given under this request during storage, handling and transport including when contained on portable computing devices or portable data storage devices.
- Physical and electronic versions or copies of any document given under this request will be securely destroyed or permanently de-identified when the information is no longer required or if requested to do so by CPVV.
- CPVV will be immediately advised if any document given under this request is to be disclosed to any person (including, but not limited to in response to a request made under the *Freedom of Information Act 1982 (Vic)*), is disclosed without proper authority or is relevant to any complaint or legal proceeding.

Signed

Name and Position

Date

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If you have received this document in error, contact Commercial Passenger Vehicles Victoria privacy unit via email: privacy@cpv.vic.gov.au