IN THE MATTER OF THE ROYAL COMMISSION INTO FAMILY VIOLENCE

ATTACHMENT DW-14 TO STATEMENT OF DAVID WATTS

Date of document: 31 July 2015
Filed on behalf of: the Applicant
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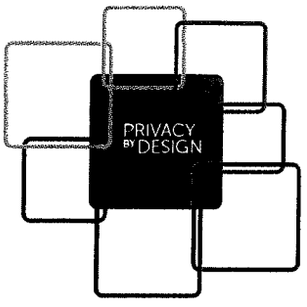
[redacted]

This is the attachment marked '**DW-14**' produced and shown to **DAVID WATTS** at the time of signing his Statement on 31 July 2015.

Before me: [redacted]

[redacted]
An Australian legal practitioner
within the meaning of the
Legal Profession Uniform Law (Victoria)



Privacy by Design

The importance of a lifecycle approach involving people and programs.

The Commissioner for Privacy and Data Protection (CPDP) has formally adopted 'Privacy by Design' (PbD) as a core policy to underpin information privacy management in the Victorian public sector.

PbD is a methodology that enables privacy to be 'built in' to the design and architecture of information systems, business processes and networked infrastructure. PbD aims to ensure that privacy is considered before, at the start of, and throughout the development and implementation of initiatives that involve the collection and handling of personal information. PbD enables public sector policy-makers, information technology professionals and those responsible for delivering services to the community to approach privacy as a 'design feature' of public sector processes and activities rather than as a compliance burden to be endured or to which lip-service is given. It shifts the privacy focus to prevention rather than compliance, using innovative approaches that are anchored in genuine respect for individuals' personal information.

By following these **7 Foundational Principles**, Victorian public sector management will be able to build privacy into policies, programs and practices.

FOR EXECUTIVES AND MANAGERS

1 PROACTIVE NOT REACTIVE; PREVENTATIVE NOT REMEDIAL

Establish and monitor governance mechanisms for privacy responsibility.

Promote an organisation-wide 'privacy-culture' to ensure that privacy is integrated into your policies and programs.

'Operationalise' privacy by establishing and implementing privacy policies, conducting privacy awareness training, and developing data breach response protocols in the event that a breach does occur.

Audit and monitor your organisation's information handling processes.

2 PRIVACY AS THE DEFAULT SETTING

Ensure that the necessary privacy controls are built into new systems during the design and procurement phases.

Undertake privacy impact assessments for all projects and programs that involve personal information.

3 PRIVACY EMBEDDED INTO DESIGN

Ensure that a program's overall risk assessment includes an obligation to consider potential privacy risks.

Ensure that programs are signed off with appropriate privacy protections in place prior to a project's commencement.

4 FULL FUNCTIONALITY: POSITIVE-SUM NOT ZERO-SUM

Commit to finding workable solutions to achieve multiple objectives, rather than compromising any interests that seem to be in competition.

5 END-TO-END SECURITY: FULL LIFECYCLE PROTECTION

Ensure that your employees understand – and are able to adhere to – their privacy responsibilities at all times.

Ensure that contractual agreements with third parties and vendors clearly set out obligations and responsibilities, from the commencement of a program through to the point of data destruction.

Map a program's data flows and ensure that security measures are in place at each stage, including user authentication, encryption and destruction of data.

6 VISIBILITY AND TRANSPARENCY: KEEP IT OPEN

Commit to keeping the organisation's practices transparent to the extent possible, without inviting risk.

Seek independent verification for programs and procedures to ensure compliance with privacy obligations.

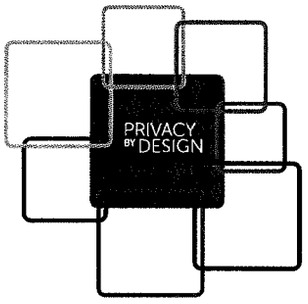
7 RESPECT FOR USER PRIVACY: KEEP IT USER-CENTRIC

Support an approach to designing programs that considers privacy from a user's point of view.

State Government Victoria

See www.cpdp.vic.gov.au for more information on Privacy by Design.
1300 666 444 enquiries@cpdp.vic.gov.au

Commissioner for Privacy and Data Protection



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By following these **7 Foundational Principles**, Victorian public sector employees will be able to build privacy into policies, programs and practices.

FOR EMPLOYEES

1 PROACTIVE NOT REACTIVE; PREVENTATIVE NOT REMEDIAL

Make sure that you understand your privacy responsibilities, are familiar with your organisation's privacy policy and undertake privacy training related to your role.

Know who your privacy officer is and seek their advice if necessary.

2 PRIVACY AS THE DEFAULT SETTING

Only collect the minimum amount of personal information that you need for the work that you do.

Make sure that any uses or disclosures of the information are authorised and are properly documented.

3 PRIVACY EMBEDDED INTO DESIGN

Consider the potential or actual uses for personal information and identify any risks that could arise by conducting a privacy impact assessment during a program's design phase.

4 FULL FUNCTIONALITY: POSITIVE-SUM NOT ZERO-SUM

Consult and collaborate with others in the organisation to find solutions to any competing interests, ensuring that privacy protections and other objectives are able to co-exist.

5 END-TO-END SECURITY: FULL LIFECYCLE PROTECTION

Understand – and adhere to – the security measures applying to personal information, including when it is authenticated, stored, transmitted, transported and destroyed.

6 VISIBILITY AND TRANSPARENCY: KEEP IT OPEN

Ensure that you understand your organisation's privacy policies and procedures are publicly available. Be familiar with the organisation's contact and privacy officer details so that you can advise the public if asked.

7 RESPECT FOR USER PRIVACY: KEEP IT USER-CENTRIC

When providing a service understand when you can allow the user to 'opt-in' to providing their personal information, and make sure that they know of their access and correction rights.

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Commissioner for Privacy and Data Protection