

OPP privacy notice

This privacy notice (**Notice**) outlines the way in which the Victorian Office of Public Prosecutions (**OPP**) (**we, us, our**) collects and deals with the personal information of victims of crime. We understand this can be a challenging time for you and want to assure you that we will take steps to protect your personal information.

1. Definitions

In this Notice, the following definitions apply:

- (a) **personal information** is information or an opinion (including information or opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, other than health information
- (b) **sensitive information** is personal information about an individual's racial or ethnic origin, political opinions or membership of a political association, religious or philosophical beliefs or affiliations, membership of a professional or trade association or trade union, criminal record, or sexual orientation.
- (c) **health information** includes the following types of information (at any time) about an individual:
 - (i) their physical, mental or psychological health
 - (ii) a disability
 - (iii) expressed wishes about the future provision of health services to the individual or
 - (iv) a health service provided, or to be provided, to the individual, that is also personal information.

2. Types of information we will collect

- 2.1 If you are a victim of crime, the types of personal, sensitive and health information (collectively, **personal information**) we may collect about you includes your
- (a) name and contact details (phone number, email, street address)
 - (b) date of birth
 - (c) your pronouns
 - (d) your gender identity
 - (e) demographic information, such as , whether you identify as Aboriginal or Torres Strait Islander or as a person who is LGBTIQ+, your country of origin, language spoken at home, whether you identify as a person who is LGBTIQ+.
 - (f) information about the crime committed against you and

- (g) information about any injuries, disabilities or health conditions that you have, including if these have been suffered as a result of the crime.

2.2 You are under no obligation to provide the OPP with sensitive information. However, the information that you do provide can help us to

- (a) support you in ways that are tailored to your needs and specific circumstances
- (b) refer you to support services that are tailored to best support you according to your needs and/or individual circumstances.

3. Why we collect your personal information

We collect your personal information for the following reasons:

- (a) in support of the OPP's brief in the prosecution of the crime;
- (b) so we can communicate with you in a way that accords with your identity (for example, referring to you by your pronouns)
- (c) so we understand and can be responsive to your support needs during the prosecution process, including identifying and referring you to relevant victim support services, where appropriate
- (d) from time to time we may contact victims of crime after a prosecution case has concluded to ask if they would be interested to participate in projects or consultation processes (led by the OPP, the Department of Justice and Community Safety, or other organisations) relating to better understanding the needs and experiences of victims of crime
- (e) as part of feedback processes to help us understand what we are doing well and where we can improve our victim support services.

We may also de-identify your personal information (this involves removing the identifying features) and use the de-identified information to comply with our reporting obligations, in support of funding business cases, for internal training purposes, and to identify demographic trends.

4. Who do we share your personal information with?

4.1 We may disclose your personal information (including, your sensitive or health information):

- (a) to entities who assist us in providing our services or who perform functions on our behalf (such as third party service providers) including:
 - (i) hosting and data storage providers
 - (ii) medical practitioners
 - (iii) legal advisors and

- (iv) external auditors
- (b) to victim support referral services, such as counsellors
- (c) to the Department of Justice and Community Safety and/or the Attorney-General, in response to a specific request
- (d) local and interstate law enforcement agencies and prosecutors, if relevant
- (e) to anyone you authorise
- (f) where we are authorised or required to do so by law.

5. How can you access and correct your personal information?

- 5.1 We will take reasonable steps at the time we collect your personal information to ensure it is accurate, complete and up-to-date. However, if you think the personal information we hold about you is incorrect, you can ask us to correct it by contacting info@opp.vic.gov.au. We may need to verify your identity before responding to your request. Subject to any applicable exceptions or requirements, we will respond to your request within a reasonable time, and usually within 45 days. If we decide to refuse your request, we will tell you why in writing.
- 5.2 You can also request access to the personal information we hold about you. Information about how to access or correct personal information about you from the OPP can be found on the OPP website: <https://www.opp.vic.gov.au/requesting-information-held-by-the-opp/>. In some cases, we may not be able to provide you with the information you are requesting, for example, if it would have an unreasonable impact on the personal affairs of someone else. In instances where we cannot provide you with the requested information; we will explain our reasons for not being able to do so.

6. Who can you contact for more information?

- 6.1 For any queries regarding this Notice or the OPP's personal information collection and handling practices, please contact:

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