

Application for Registration to Drive a S.G.V.P. Motor Vehicle

State Government Vehicle Pool
Basement, 55 St Andrews Pl, E Melbourne, VIC 3002
Phone: 9651 2355
Fax: 9651 2362

Driver Licence Number: _____

State in which Licence is held: _____ Licence expiry date: ____ / ____ / ____

Department Name: _____

Branch Name: _____

Driver's Surname: _____

Driver's Given Name: _____

Driver's Home Address (No. & street): _____

Driver's Home Address (place): _____ Postcode: _____

Driver's Country (where Licence held): _____

Home Phone: () _____ Mobile Phone: _____

Business Address (No. & street): _____

Business Address (place): _____ Postcode: _____

Business Phone: () _____

Business email address: _____

Driver's Date of Birth: ____ / ____ / ____

Give details of any conditions on your Driver Licence: _____

Give details of any motor vehicle accidents in the last two years: _____

Give details of any traffic related convictions or infringements in the last two years: _____

Driver's Signature: _____ Date: ____ / ____ / ____

To be completed by the applicant's manager: I have sighted the applicant's Driver Licence & confirm that it is valid in the State of Victoria & the details are correct. I hereby approve this application to drive a Government motor vehicle.

Name (print): _____ Title (print): _____

Signature: _____ Date: ____ / ____ / ____

PRIVACY STATEMENT

RESPECTING PRIVACY

The Department of Treasury and Finance (DTF) is committed to respecting the rights of individuals' privacy of their personal information, in accordance with the *Information Privacy Act 2000* (Vic). DTF has policies and procedures in place for the management of personal information, and programmes in place to ensure staff are appropriately trained.

WHAT IS PERSONAL INFORMATION?

Personal information is any information or an opinion (including information or an 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.

WHAT IS SENSITIVE INFORMATION?

Sensitive information is a special category of personal information. It is defined as information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices or criminal record.

WHAT IS HEALTH INFORMATION?

Health information is personal information or an opinion about:

- the physical, mental or psychological health of an individual; or
- a disability (at any time) of an individual; or
- an individual's expressed wishes about the future provision of health services to him or her; or
- a health service provided, or to be provided, to an individual.

COLLECTING PERSONAL INFORMATION

As DTF is a government department with a range of functions, it collects a variety of personal information. DTF collects and holds personal information about individuals, who are either currently engaged, or are seeking to be engaged, by DTF for a specific purpose. These include individuals who are job applicants, employees, tenderers, contractors, Board appointees and purchasers, landlords and lessees of government land.

The personal information collected from these individuals is used to evaluate their capability and/or financial capacity to meet DTF requirements and/or contractual obligations, and to manage any ongoing relationship with the individual.

DTF also collects personal information from other sources such as drivers and purchasers of DTF vehicles (to manage the DTF fleet of vehicles), training course participants (to manage training programmes), owners of, and applicants for, unclaimed moneys (as required by law) and authors of letters from the public (to investigate their enquiries and respond).

In the majority of cases, DTF collects personal information direct from the individual. Personal information is also collected from third parties, such as outsourced service providers, recruitment agencies, former employers and/or referees.

CONSEQUENCES OF NOT PROVIDING PERSONAL INFORMATION

If individuals do not provide their personal information for the purposes described, DTF may not be able to accurately assess the individuals' capability and/or financial capacity to undertake the activities DTF requires, or for DTF to effectively provide the required service to those individuals.

USING & DISCLOSING PERSONAL INFORMATION

DTF uses personal information only for the purpose for which it was collected, or a related purpose that an individual would reasonably expect their personal information to be used for.

DTF may disclose personal information to outsourced service providers for the performance of their services, to nominated referees of job applicants and tenderers, to other public sector entities (where necessary to enable DTF to perform its functions), or to an organisation where a law requires such disclosure. Outsourced service providers engaged by DTF are required to comply with the requirements of the *Information Privacy Act- 2000* (Vic).

KEEPING PERSONAL INFORMATION UP TO DATE

DTF will take reasonable steps to ensure that the personal information it collects is accurate, complete and up-to-date before using it.

KEEPING PERSONAL INFORMATION SECURE

DTF holds personal information in both electronic and paper-based form. DTF has security processes in place to protect this information from misuse and loss, and from unauthorised access, modification or disclosure. These processes include:

- Storage of paper-based documents containing personal information in locked cabinets or in secure areas which are accessible only to authorised personnel;
- Use of computer passwords, automated password reset prompts and timeout screen savers to ensure only authorised personnel have access to computer files;
- Use of virus protection software; and
- Providing physical security for DTF buildings to limit access to authorised personnel only.

DTF WEBSITE

The DTF website www.dtf.vic.gov.au uses non-identifying data to record a user's activity on the Internet, including:

- every page of this website that the user visits
- how long the user was on a page or site, and
- in what order the pages were visited.

The DTF website uses software to monitor user activity. When an individual visits the site to read or download information, the software records only their server address, domain name, the date and time of their visit as well as duration of their visit and the information downloaded. This information is non-identifying and is used for statistical and web-development purposes only. The DTF site does not use software that is used on some websites to identify users and possibly prepare customised Web pages for them.

Individuals can access and browse the DTF website without disclosing personal information. The only point on the site where personal information is collected is the site feedback page. It is possible to submit feedback anonymously. Any personal information collected via the DTF website is used, disclosed and stored in accordance with this Privacy Statement.

This Privacy Statement applies only to the DTF website, www.dtf.vic.gov.au. When linking to other sites from this website, it is recommended that users familiarise themselves with each site's privacy policy.

GAINING ACCESS TO PERSONAL INFORMATION

Should an individual wish to gain access to their personal information held by DTF, the individual may contact the person within DTF who holds the information, or if that person is not known, they should contact the Privacy Officer [✉](mailto:privacyofficer@dtf.vic.gov.au).

HOW TO CONTACT DTF

For enquiries relating to privacy issues in DTF, contact:
Mr Steve Schinck
Privacy Officer
Department of Treasury and Finance
1 Macarthur Street
Melbourne Vic 3000

Or by email to privacyofficer@dtf.vic.gov.au, or by telephone 9651 6211