

## **PUBLIC DISCLOSURE OF PERSONAL INFORMATION IN THE VICTORIA GOVERNMENT GAZETTE**

The notice you have recently submitted for publication in the Victoria Government Gazette contains information of a personal nature (private address, occupation, etc).

While this information may be published in accordance with the exemption provided under section 12 of the *Privacy and Data Protection Act 2014* and Information Privacy Principle 2.1(f), you should be aware that details published in the Victoria Government Gazette are fully discoverable online through a number of major search engines, such as Google or Yahoo.

For example, where John Smith's name and address is published in the Victoria Government Gazette, typing in "John Smith" in Google would produce a reference in the search results to the particular Gazette in which the name appeared, highlighting the entry and the personal information.

*Electronic copies of the Victoria Government Gazette are not removed from the website after they are published, so they will continue to show names and personal information long after the initial requirement for the information to be published has ceased.*

You should therefore carefully consider whether full details (including personal address or occupation) must be published in accordance with a legislative requirement, or whether it may be sufficient to publish partial or alternate details that will not reveal the personal information.

For example, if not specifically required by law, rather than including a personal address, consider using the address of a solicitor, agent or post office box number, and do not include occupation details if they are not necessary.

### **PERMISSION TO PUBLISH PERSONAL INFORMATION IN THE VICTORIA GOVERNMENT GAZETTE**

If you are submitting the notice on behalf of another person, then this approval form must be also be countersigned by that person.

A If you wish your notice to **appear with the personal information**, as originally provided, please complete the authorisation to publish personal information on the next page and send it to the Gazette office.

B If you wish to **amend your notice to remove the personal information**, please send the new copy, or the original copy clearly indicating the amendments, to the Gazette office.

(NOTE: no pre-paid fees can be refunded in this instance.)

**Your notice will not appear** unless either the full authorisation(s) or the amended copy is received by the time and date indicated by the Gazette office. If it is received after the time indicated, the notice will be held over for publication until the following week.

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Please complete the following authorisation(s) as applicable.

**AUTHORISATION TO PUBLISH MY PERSONAL INFORMATION**

I, \_\_\_\_\_  
(print name)

authorise the publication of the notice with my personal information:

\*as originally submitted/ as amended in the revised notice as supplied (\*delete as applicable).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORISATION TO PUBLISH PERSONAL INFORMATION ON BEHALF OF  
ANOTHER PERSON, WITH THAT PERSON'S FULL AGREEMENT**

I, \_\_\_\_\_ of \_\_\_\_\_,  
(print name) (company)

authorise the publication of the notice with the personal information:

\*as originally submitted/ as amended in the revised notice as supplied (\*delete as applicable)

and have obtained the signed consent of the person as provided above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_