

The Inspiring Young Women's Award - Personal Information Protection Procedures

The Inspiring Young Women's Award (The Award) is maintained in accordance with the *Personal Information Protection Act 2004* (the Act), which establishes a framework for the responsible collection and use of personal information by the Tasmanian public sector. The Award have received an exemption from compliance with s 17 of the Act, in respect of clauses 1 and 10 to Schedule 1 of the Act, which deal with the collection of personal and sensitive information, for nominees who are over the age of 18]. All information provided by nominators is treated confidentially and is only used to assess the nominations for The Award. A nominator's name may be revealed to her/their nominee if the nominee is to be a finalist and/or award recipient.

1. Online Nomination process

- 1.1 Nominations for the Inspiring Young Women's Award are invited to be received by electronic form only (unless special circumstances have been supported through DPAC Officers)
- 1.2 The online nomination form has been developed in partnership between the Department of Premier and Cabinet's (DPAC), Policy and Reform Group and Information & Technology Services Team.
- 1.3 The online form that is being used in the nomination process has previously had a security assessment completed by a third party (CyberGRX) which validated DPAC's use of the platform for capturing personal information.
- 1.4 The form will be configured to only allow DPAC officers involved in the Assessment Process access to nomination submissions.

2. Receipt processes

- 2.1 On submission of an online nomination form, the nominator will receive an email acknowledging receipt of the nomination form including a collection notice.
- 2.2 Receipt email text –

‘Thank you for your nomination to the Inspiring Young Women’s Award. You may be contacted over the next couple of weeks to discuss details regarding the nomination you have submitted.

The information collected in this nomination will be used for the purposes of assessing nominations only and will be treated confidentially.

Following assessment, if the nominee is successful as a finalist, they will be asked to approve any information that is to be made public about them.

If you would like to ask any questions, please contact the Women’s Policy team on email women@dpac.tas.gov.au or call (03) 6232 7679’

3. Assessment Panel and Assessment processes

3.1 All nominations will be assessed by a panel comprised of a representative/s of the Tasmanian Women’s Council, the Youth Community and a senior official from the Department of Premier and Cabinet.

3.2 Panel members will be provided with advice about PIP privacy principles and their responsibilities to uphold these, within a shortlisting assessment tool and information email.

3.3 Each nomination submission will be assessed using the following criteria:

- the personal, academic, professional or community contributions of the nominee in their area of passion or area of interest;
- how the actions/achievements of the nominee have positively impacted (or have the potential to positively impact) the nominee’s passion or area of interest and/or the people around them, such as immediate family, individuals or groups (for example caregivers or sporting/social clubs)
- how the actions/achievements of the nominee position them as a role model or inspirational figure for other young Tasmanian women, including those with a trans and/or non-binary experience.

3.4 Each panel member will have access to the online nominations submitted for review and assessment purposes only.

3.5 At the conclusion of the assessment process, access to nomination submissions for panel members will be suspended.

3.6 Shortlisting documents will be stored on Content Manager in a locked folder with permissions for Policy and Reform Group Officer's only.

4 Retention of successful nominations

4.1 A copy of the online nomination for those awarded an Inspiring Young Women's Award will be retained by the Policy and Reform Group on Content Manager in a locked folder with permissions for Policy and Reform Group Officer's only for a period of 5 years following their induction. After this period, records will be destroyed in line with disposal class DA2248 (Department of Premier and Cabinet) in accordance with the *Archives Act 1983*.

4.2 Successful nominations will be clearly marked and separated from unsuccessful/lapsed Nominations.

5 Retention of unsuccessful nominations

5.1 Basic information of the nominee will be retained by the Policy and Reform Group for the purposes of validating re-nominations in subsequent years.

5.2 Basic information will be stored on Content Manager in a locked folder with permissions for Policy and Reform Group Officer's only.

5.3 Sensitive information will be destroyed following the assessment of nominations in line with Disposal Authorisation DA2158 (Short Term Value Records) in accordance with the *Archives Act 1983*.

5.4 Nominators whose nominations are unsuccessful will be advised by letter.

6 Seeking additional information

6.1 DPAC may contact the nominator to clarify details regarding nominee as necessary.

6.2 DPAC may, at its discretion, supplement nominations with publicly available information to help the panel reach a decision.

7 Approval process for biographies

7.1 Award finalists will be given the opportunity to accept or reject the opportunity to be a finalist.

7.2 Award finalists will be provided with a copy of their nomination form and advised of the following collection notice -

‘The attached nomination form containing Personal Information has been collected for the purposes of assessing nominations only. A copy will be securely retained by the Department of Premier and Cabinet for a period of five years in compliance with the *Archives Act 1983*. Only information that you consent to being made public will be shared publicly.’

7.3 For those who accept, a biography will be prepared based on the information provided in the nomination form and any publicly available information;

7.4 Finalists will be sent a copy of their biographical entry for approval prior to publication. The correspondence will include a brief statement in relation to the *Personal Information Protection Act 2004*. Finalists will be asked to:

- approve their biographical entry;
- confirm in writing that it is a true and accurate record; and
- consent in writing to the biography being published on the Women Tasmania website.

8 Verification process

8.1 While the panel will decide finalist and Award recipients, the Minister for Women and the Prevention of Family Violence will endorse the final list of award finalists and recipients each year after the biographies have been prepared and before any public announcement is made.

8.2 In the event that information comes to light during the preparation of the biographies that calls into question the merits of a particular nomination, the Minister for Women and the Prevention of Family Violence will decide whether the nominee will be included as a finalist as per the cancellation process set out in section 8.

9 Cancellation process

9.1 Finalists and award recipients may be withdrawn at any time if the person:

- is convicted of a crime or offence; or

- behaved or acted in a manner which, in the opinion of the Minister for Women and Prevention of Family Violence brings the Graces into disrepute; or

- the information which formed the basis of the decision to make a nominee a finalist is subsequently found to be false.

9.2 The Minister for Women and the Prevention of Family Violence must notify, in writing, a person nomination has been recommended for cancellation of the proposed action and the reasons for the action.

9.3 A person who receives such a notice may, not more than 35 days after the date of the notice, lodge with the Minister for Women and the Prevention of Family Violence an objection in writing to the proposed action.

9.4 If the Minister for Women and the Prevention of Family Violence has not received an objection in response to a notice after the expiry of 35 days, the Minister may make a decision about the matter.

9.5 If an objection is received more than 35 days after the notice, the Minister may disregard the objection