

ADDENDUM 1: ANNUAL COMPLIANCE STATEMENT TEMPLATE

This Addendum 1 covers compliance relating to your use of the DVS.

You are required to audit your use of the DVS and report to the Framework Administrator by submitting a compliance statement to the Framework Administrator which confirms that your technical, privacy and security safeguards are working effectively to protect the integrity of the DVS (or any deficiencies in relation to the same). You should refer to this Participation Agreement (and DVS Access Policy when submitting your compliance statement.

We note that Compliance Statements must, at a minimum:

- be signed off by your senior representative;
- confirm that, subject to matters disclosed in the Compliance Statement, your use of the DVS for the period covered by the Compliance Statement has been conducted in accordance with this Participation Agreement and the Access Policies;
- document any breaches of this Participation Agreement or the Access Policies; and
- provide details of recommendations that may be made to you in relation to your use of the DVS, which may include recommendations arising from assessments of the Office of the Australian Information Commissioner; review bodies of states or territories; or other audits or reviews.

All DVS Business Users are required to complete all sections of the compliance statement including when access to and use of the DVS is via an Approved Gateway Service Provider.

The compliance statement must be in the form of the template compliance statement set out below in this Addendum 1, as may be amended from time to time by the Framework Administrator. The Framework Administrator will provide no less than 30 days' prior notice of any change to the required form of template compliance statement.

	DVS Business User ID:
1	<p>Privacy</p> <p><u>Privacy Training</u></p> <p><input type="checkbox"/> We mandate privacy training on how to handle personal information to any staff who have access to Information Match Data.</p> <p>and</p> <p><input type="checkbox"/> We have mechanisms in place to record and ensure staff who have access to Information Match Data have received training in the last 24 months</p> <p><input type="checkbox"/> We maintain privacy policies or similar including how to handle personal information that are made available to all staff who have access to Information Match Data.</p> <p>If not, what do you do?</p>

Privacy Information

We publish a privacy policy that is made available to the subject of the Information Match Request or their agent as part of the process for providing the Information Match Data (e.g. a web link on the same page as the application) and that information includes:

- how we use the DVS;
- what legal obligations we have in relation to that collection of the relevant Identification Information;
- what rights the individual has in relation to the collection of the Identification Information;
- the consequences of the individual declining to consent;
- where the individual can get information about making complaints relating to the collection, use and disclosure of the Identification Information for the purposes of requesting and provision of the DVS;

If not, what do you do?

Consent

We use the consent statement provided by the Framework Administrator.

If not:

We use the following consent statement

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Identity Decisions

We provide and advise individuals of alternative methods of identity verification if information from the DVS is not available

Or

Please answer the following questions in the textbox below

	<p>If there are exceptional instances where decisions on identity are based solely on the information obtained from the DVS, what are the exceptional circumstances?</p> <p>How do you decide that it is an exceptional circumstance?</p> <p>How do you ensure that decisions about what is an exceptional circumstance are made uniformly?</p> <div data-bbox="316 421 1283 577" style="border: 1px solid black; height: 70px; width: 100%;"></div>
3	<p>Interactions with the public</p> <p><input type="checkbox"/> We provide information regarding how to lodge a complaint on our website and that is made available to the subject of the Information Match Request or their agent as part of the process for providing the Information Match Data (e.g. a web link on the same page as the application)</p> <p>If not, what do you do?</p> <div data-bbox="304 891 1267 1055" style="border: 1px solid black; height: 73px; width: 100%;"></div>
4	<p>Security Requirements</p> <p><input type="checkbox"/> We have prepared and implemented a Security Risk Management Plan and System Security Plan (or equivalent)</p> <p>Or</p> <p><input type="checkbox"/> System security is managed by our Gateway Service Provider</p> <p>We use the following system provided by our Gateway Service Provider</p> <div data-bbox="301 1447 1273 1610" style="border: 1px solid black; height: 73px; width: 100%;"></div>
5	<p>Breach reporting</p> <p><input type="checkbox"/> We have implemented policies and procedures that ensure that the Framework Administrator will be informed of privacy or security breaches relating to the connection and/or use of the DVS</p> <p>And</p> <p><input type="checkbox"/> We have had no privacy or security breaches in the reporting period relating to the connection and/or use of the DVS</p>

	<p>Or</p> <p><input type="checkbox"/> We have reported in the textbox below the following privacy or security breaches in the reporting period relating to the connection and/or use of the DVS:</p> <div data-bbox="300 333 1259 497" style="border: 1px solid black; height: 73px; width: 601px;"></div> <p><input type="checkbox"/> We have implemented policies and procedures that ensure that the Framework Administrator will be informed of breaches relating to the DVS Business Users Participation Agreement, the IVS Rules or the Access Policies.</p> <p>And</p> <p><input type="checkbox"/> We have had no breaches of the DVS Business Users Participation Agreement, the IVS Rules or the Access Policies in the reporting period relating to the connection and/or use of the DVS</p> <p>Or</p> <p><input type="checkbox"/> We have reported in the textbox below the following breaches of the DVS Business Users Participation Agreement, the IVS Rules or the Access Policies in the reporting period relating to the connection and/or use of the DVS.</p> <div data-bbox="293 1008 1252 1171" style="border: 1px solid black; height: 73px; width: 601px;"></div>
6	<p>Audit data</p> <p><input type="checkbox"/> We retain information in connection to use of the DVS for audit and compliance purposes and to fulfil privacy and record keeping requirements and information can be provided on request</p> <p><input type="checkbox"/> Audit data retention is managed by our Gateway Service Provider</p> <p>We use the following system provided by our Gateway Service Provider</p> <div data-bbox="300 1494 1256 1626" style="border: 1px solid black; height: 59px; width: 599px;"></div> <p><input type="checkbox"/> We were provided the following details of recommendations that have been made to us in relation to our use of the DVS:</p> <p><i>[Note: This may include recommendations from the Office of the Australian Information Commissioner, review bodies of states or territories; and other audits or reviews.]</i></p>

	<div style="border: 1px solid black; height: 70px; width: 100%;"></div>
7	<p>Information Match Data retention</p> <p><input type="checkbox"/> We automatically delete all Information Match Data captured to perform an Information Match Request.</p> <p>Or</p> <p><input type="checkbox"/> Our agency only retains Information Match Data captured as part of the identity credential that is used for customer records, this specifically excludes credential numbers but may include name, date of birth and address.</p> <p>Or</p> <p><input type="checkbox"/> Data retention is managed by our Gateway Service Provider</p> <p>We use the following system provided by our Gateway Service Provider</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
8	<p>Declaration</p> <p><input type="checkbox"/> We have audited our use of the DVS and confirm that our use is in accordance with the DVS Business Users Participation Agreement, any IVS Rules and the Access Policies.</p>
<p>Signatories:</p> <p>This Compliance Statement was made by the _____ on _____, 20____.</p> <p>Signed by [name], [position], [organisation], in the presence of:</p> <p>.....</p> <p>Witness name</p>	