

VICTORIAN LEGAL ADMISSIONS BOARD INFORMATION DATA PROTECTION POLICY

Dated

2 January 2019

Introduction

The Privacy and Data Protection Act 2014 was established to strengthen the protection of information held by the Victorian Public Sector including that of personal information.

Policy

This policy relates to any verbal (in person or by telephone), electronic (email) or written requests for access to personal information contained within an applicant for admission's file (electronic or paper) held by the Victorian Legal Admissions Board (VLAB)

On occasion, VLAB may share personal information with The Legal Services Board (LSB) and the Law Institute of Victoria ("LIV") for the purpose of functions performed under the Legal Profession Uniform Law Application Act 2014. ("The Law") and personal information may also be used for a secondary purpose directly related to the primary purpose of collection.

This policy is to be used in conjunction with the Freedom of Information Policy which relates to any requests for access to files held by VLAB.

Requests for Information Relating to Admission

IN PERSON

If an applicant presents in person to the office of VLAB to request personal information pertaining to their admission, original documentation identification will be required. All documentation will be certified by the Document Verification Service.

VIA TELEPHONE

If an applicant makes a telephone call to VLAB to request personal information pertaining to their admission, further identification checks are to be obtained. This will be at the staff member's discretion and may include date of birth, address, application number, university attended or PLT method etc..

VIA EMAIL

If an applicant sends an email to VLAB to request personal information pertaining to their admission, VLAB will take that as sufficient proof of identity. i.e. an information gathering process is not required to establish identity.

WRITTEN MAIL

If an applicant sends a letter by mail to VLAB to request personal information pertaining to their VLAB will take that as sufficient proof of identity. i.e. an information gathering process is not required to establish identity.

Requests for Photocopy of Documentation

IN PERSON

If an applicant presents in person to the office of VLAB to request a photocopy of their documents pertaining to their admission, original documentation identification will be required. All documentation will be certified by the Document Verification Service.

VIA TELEPHONE

Any requests from an applicant by telephone for a photocopy of their documentation will be refused. All requests for copies of documentation must be in person at the office of VLAB. The exemption to this is if they live in a regional area, interstate or overseas. Applicants who fall into this category must send a request by email for further instructions.

VIA EMAIL

Any requests from an applicant by email for a photocopy of their documentation will be refused. All requests for copies of documentation must be in person at the office of VLAB. The exemption to this is if they live in a regional area, interstate or overseas. Applicants who fall into this category must send a request by email. They must also send certified copies of photo ID.

Post Admission Date Requests

There is no function in The Law that provides for VLAB to release any information relating to an applicant's date of admission. VLAB does not hold a public register of such events and therefore all enquiries are to be referred to the Legal Services Board. Information pertaining to an applicant's admission date is published on VLAB's website <https://www.lawadmissions.vic.gov.au/admission-procedure/admission-list> one to two weeks prior to their admission date.

Requests for Information From a Third Party

If a third party requests information pertaining to an applicant and is not subject to the Law, it is our policy to not release such information. Special circumstances however may be applied if the third party has evidence of written consent from the applicant and can produce sufficient photo identification to satisfy VLAB.

Further Information

- **Office of the Victorian Information Commissioner**
<https://ovic.vic.gov.au/>

- **Privacy and Data Protection Act 2014 – FAQs**
<https://ovic.vic.gov.au/data-protection/for-agencies/frequently-asked-questions/>

Amended 2 January 2019