



WoAG Travel Advice 2020/02

29 January 2020

WoAG Travel and Procurement Payment Services – Transition and Privacy Impact Assessment

Dear Entity Card Managers

WoAG Travel Advice 2019/25 advised that on 29 October 2019, the Department of Finance (Finance) appointed Diners Club Pty Ltd (Diners), in collaboration with Citigroup Pty Limited, as the provider of Travel and Procurement Payment Services (Arrangement). The new Deed commences on 1 July 2020 and has an initial term of three (3) years.

WoAG Travel would like to provide all participating entities with an update on transition and matters relevant to the Machinery of Government (MoG) changes.

Transition

Implementing the MoG changes announced by the Prime Minister on 5 December 2019 remains a priority for Diners and WoAG Travel's other key providers. Consequently, the transition of entities onto the new Arrangement will largely remain on the existing Arrangement until the MoG changes are implemented. In the interim, Diners' Relationship Managers have continued consulting with entities unaffected by MoG changes.

WoAG Travel and Diners will continue to inform entities of any developments regarding the transition.

Privacy Impact Assessment

Finance have engaged the services of a suitably qualified service provider to conduct a full Privacy Impact Assessment (PIA) of Diners Club and the Arrangement. Scoping work commenced early January 2020 with the view of completing the PIA by the Deed's Operative Date of 1 July 2020.

The PIA will consider the overarching requirements of the Australian Privacy Principles (APP) and other related matters and guidance. PIAs are an important component of the privacy protection framework and are part of Finance's overall risk management strategies for WoAG Participants.

The PIA will be a systematic assessment of the impact that the Arrangement will have on the privacy of individuals and will set out recommendations for managing, minimising or eliminating the impact. Undertaking this PIA will assist Finance to:

- understand how personal information flows;
- identify possible impacts on individuals' privacy; and
- consider options for avoiding, minimising or mitigating potential negative privacy impacts.

Once completed, Finance will provide a *Privacy Summary* and *Privacy Checklist* that can be shared with participating entities. This will provide assurance to entities and serve as a privacy tool to circumvent entities undertaking significant PIA processes internally, resulting in a consistent whole of Australian Government approach to privacy.

Please contact WoAG Travel if you have any questions about the contents of this Advice.

