

VAD Board Information Breach Policy

Version #	Approved by	Approved date	Comments
v1.0	VAD Board	15/05/2026	Approved at Board meeting on 15/05/2026

Purpose

The Voluntary Assisted Dying Board's (the Board's) *Information Breach Policy* outlines the mandatory requirements to manage and respond to information breaches and prevent future information breaches.

Information breaches include unauthorised access, use or disclosure of information, or where information is lost, damaged or destroyed. Information breaches may include digital information or physical information.

Applicability

This policy applies to information collected, generated, accessed, used, managed, stored and disclosed by the Board under the *Voluntary Assisted Dying Act (2019)* (the Act) and other written laws.

This policy applies to any individuals who handle information to support the Board's functions and any individuals who receive information disclosed by the Board or who are granted access to information contained in the Voluntary Assisted Dying Information Management System.

Policy Requirements

Individuals who handle or receive the Board's information are required to:

- manage information breaches in accordance with the Board's Information Breach Procedures
- report information breaches and suspected information breaches to the Manager of the Voluntary Assisted Dying Board Secretariat
- complete the required sections of the Board's Information Breach Form.

Compliance Monitoring

Monitoring compliance with this policy may be conducted by the Board and individuals who support the Board's functions.

Related Documents and Supporting Information

Information Breach Procedure

Information Breach Notification Form

Definitions

The following definitions are relevant for this policy.

Access	Refers to the right or opportunity to use or view information. An individual enacts this access when they use, view or enter the environment in which this information is held.
Data	The term 'data' generally refers to unprocessed numbers, facts or statistics, while the term 'information' refers to data that has been processed in such a way as to be meaningful to the person who receives it. The terms 'data' and 'information' are often used interchangeably and should be taken to mean both data and information.
Disclosure	An individual, role or group discloses information if they cause the information to appear, allow the information to be seen, make the information known, reveal the information or lay the information open to view.
Information	The term 'information' generally refers to data that has been processed in such a way as to be meaningful to the person who receives it. Information can be personal or non-personal in nature. The terms 'data' and 'information' are often used interchangeably and should be taken to mean both data and information in this policy.
Information breach	An information breach refers to an incident in which personal or confidential information, or non-personal information that could be sensitive or commercial is compromised. The Information may be subject to unauthorised access, use or disclosure, or is lost, damaged or destroyed.
Personal information	Has the meaning given in the Freedom of Information Act 1992 in the Glossary clause 1: Means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual, whether living or dead —

	(a) whose identity is apparent or can reasonably be ascertained from the information or opinion; or (b) who can be identified by reference to an identification number or other identifying particular.
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