

## LEVY PAYER REGISTER PROCEDURE

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### 1. PURPOSE

To provide instruction and guidance on the access to, and disclosure of levy payer register information, ensuring compliance with the Primary Industries Levies and Charges Collection Act 1991 (PILCC Act). This Procedure should be read in conjunction with the Levy Payer Register Policy.

### 2. SCOPE

This Procedure applies to GRDC staff, grains levy payers and any third parties seeking access to or requesting information from the levy payer register.

### 3. DEFINITIONS

Term or Acronym	Definition
Levy	Levy means levy imposed by or under an Act specified in Schedule 2 of the PILCC Act.
Levy payer register	A levy payer register is a database of the details of individuals and organisations that pay industry-specific agricultural levies and charges.  Levy payer registers will allow those RDC's that choose to set up a levy payer register to identify and consult with the levy payers that fund their activities. It is a matter for each RDC to decide, in consultation with industry, whether to keep a levy payer register. Each RDC's levy payer register will contain levy payer information only for those levies and charges it receives.
RDC	Research and Development Corporation.
Secretary	Secretary of the Department of Agriculture, Water and Environment.
Third party	A third party is any party that is not GRDC.

### 4. PROCEDURE

Levy payer register information must not be reproduced, shared (either with other GRDC staff or third parties) or copied outside of its intended use, in accordance with this Procedure, the Levy Payer Register Policy and direction from the General Manager People, Communications and Governance.

Administration rights have been implemented to protect the privacy of levy payers. A Senior IT employee nominated by GRDC has administration rights. The IT administrator is responsible for receiving levy payer register data from the Department of Agriculture, Water and Environment (the Department), and actioning dissemination of data for approved requests.

**It is important to note that GRDC may only disclose information from its levy payer register to a third party with the written approval of the Secretary of the Department.**

The following Procedure must be followed. See Appendix C for the process flowchart.

## LEVY PAYER REGISTER PROCEDURE

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### Levy payer register information access and/or disclosure

Where practical, GRDC will make available deidentified data, which may or may not be aggregated through a dashboard or report (that does not disclose personal details) to staff for strategic and business analysis purposes. Requests from staff for all other information from the Levy Payer Register will be guided by this Procedure.

#### 4.1. Making a request

##### GRDC staff

All requests must be made by (or with endorsement from) a Senior Manager, or above.

- **Requests for access to information without disclosing to a third party** should be made using the form in Appendix A and sent to the levy payer register mailbox ([levypayerregister@grdc.com.au](mailto:levypayerregister@grdc.com.au)).
- **Requests for access, with intent to disclose information to a third party** should be made using the form in Appendix B and sent to the levy payer register mailbox ([levypayerregister@grdc.com.au](mailto:levypayerregister@grdc.com.au)).

##### Third parties

Any contact from third parties requesting access to levy payer register information must be directed to the GRDC website (<https://grdc.com.au/about/contact-us>), where they will be required to fill out a request form. Once the submission is made, the form is sent directly to the levy payer register mailbox.

##### New requests

If a GRDC staff member or a third party has received approval for a request, a separate formal request must be made to:

- Receive different levy payer information;
- Use the levy payer information for a different purpose;
- Disclose the levy payer information previously approved to a different staff member or third party;
- Extend the time for disclosure to a third party.

#### 4.2. Coordination of requests and approval process

The Governance and Reporting team monitor the levy payer register mailbox and coordinate all access and/or disclosure requests.

The GM People, Communications and Governance has the authority in accordance with this Procedure to:

- Approve GRDC staff requests to access information (without disclosing to a third party),
- Decline any requests to disclose levy payer register information to third parties (whether by GRDC staff or third parties), and

## LEVY PAYER REGISTER PROCEDURE

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- Endorse a request to disclose levy payer register information to third parties (whether by GRDC staff or third parties) and seek approval for such disclosure from the Secretary.

Where the request is from an individual or team within the People, Communications and Governance Branch, a review of the request will be provided by a different General Manager

### **a. GRDC staff – access to information without disclosing to a third party**

All requests will be initially reviewed by the Governance and Reporting team for completeness. The request will be forwarded to the GM People, Communications and Governance for consideration. The Governance and Reporting team will provide the requestor, with written notification of the decision by the GM People, Communications and Governance, either approving (with or without conditions) or declining the request. If approval is granted, the IT Team will provide the requestor with a report containing the relevant levy payer information.

*For financial forecasting and planning purposes, access for the Finance team is restricted to the disbursements data only and is provided directly through access to the Levy Payer Portal, held by the Department of Agriculture, Water and the Environment (the Department). Any additional or other requests for data from the Finance Team will be addressed in accordance with this procedure.*

### **b. GRDC staff seeking to disclose to a third party, or third party seeking access to information**

In some circumstances GRDC may identify a need to disclose information from its levy payer register to a third party to support its normal business.

For example, to engage a mail service provider to distribute a regular publication to levy payers about its research and extension activities; commission a research company to conduct an evaluation of levy payer satisfaction with its investments.

Following the appropriate steps in clause 4.1 (*making a request*), all requests will be initially reviewed by the Governance and Reporting team for completeness.

The request will be forwarded to the GM People, Communications and Governance for consideration.

The Governance and Reporting team will provide the requestor, with written notification of the decision by the GM People, Communications and Governance to either decline the request or endorse the request and seek approval from the Secretary.

If the request is endorsed, the Governance and Reporting team will forward a written request to the Secretary and will provide the requestor with written notification of the Secretary's decision when it is received by GRDC. GRDC will advise the third parties approved for access to levy payer data, the requirement to adhere to Australian Privacy laws to protect the data and report any data breaches. This advice may include the development of contractual arrangements between GRDC and the third party.

## LEVY PAYER REGISTER PROCEDURE

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A data breach happens when personal information is accessed or disclosed without authorisation or is lost.

Timeframes for responses will depend on the complexity of the request, completeness of the information provided and the size of the request.

### 4.3. Collation and dissemination of levy payer register information

IT has primary access to the levy payer register and is responsible for the collation and dissemination of this data for all approved requests. IT will provide the requested data:

- subject to any conditions as stated by the GM People, Communications and Governance, or Secretary as appropriate; and
- deidentified or aggregated where possible.

### 4.4. Unauthorised use or disclosure

Any unauthorised use or disclosure of levy payer information will be treated as a breach of this procedure and if the information is not deidentified then it will also be a breach of the levy payer's privacy.

Any breach must be reported immediately to the GRDC Privacy Officer at [levypayerregister@grdc.com.au](mailto:levypayerregister@grdc.com.au) or [privacy@grdc.com.au](mailto:privacy@grdc.com.au) and will be handled in accordance with the GRDC's Data Breach Plan.

General queries and feedback relating the levy payer register, or associated processes should be directed to [levypayerregister@grdc.com.au](mailto:levypayerregister@grdc.com.au).

## 5. RELATED CONTENT

- [PILCC Act 1991](#)
- [Privacy Act 1988](#)
- [GRDC Levy Payer Register Policy](#)
- [GRDC Complaints Handling Policy](#)
- [GRDC Data Breach Plan](#)
- [GRDC Privacy Policy](#)

## 6. DOCUMENT INFORMATION

<b>Procedure category</b>	Governance
<b>Approval authority</b>	Board
<b>Accountable Officer</b>	Head of Governance and Reporting
<b>Approval date</b>	12 April 2021
<b>Next review date</b>	11 April 2024

## 7. DOCUMENT VERSION CONTROL

Version	Review date	Author / Reviewer	Summary of changes
1.0	22/3/21	Governance and Reporting team	Document drafted.

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## LEVY PAYER REGISTER PROCEDURE

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### 8. APPENDIX A

#### Request for Staff access to levy payer information

Date of request

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#### Declaration

- I understand levy payer register information must be not be:
- reproduced,
  - shared (either with other GRDC staff or third parties), or
  - used for a purpose that has not been approved in response to a request.
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#### What levy payer register information are you requesting?

For example – name, address, contact details, Australian Business Number (ABN) or Australian Company Number (ACN), the amount of levy or charge etc

#### What will the information be used for?

Describe the purpose for which levy payer information will be used and how that information aligns with the uses permitted under the PILCC Act 1991.

#### Which GRDC staff will have access to the requested information?

#### Protection of information

Set out how levy payer information will be protected and managed?

Request made by: (Name / Title)

Date

## LEVY PAYER REGISTER PROCEDURE

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### 9. APPENDIX B

#### Request to disclose levy payer information to a third party

Date of request

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#### Declaration

- I understand levy payer register information must be not be:
- reproduced,
  - shared (either with other GRDC staff or third parties outside of this request), or
  - used for a purpose that has not been approved in response to a request.

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#### What will the information be used for?

Describe the purpose for which levy payer information will be used and how that information aligns with the uses permitted under subsection 27B(6) of the PILCC Act 1991.

#### What information will be disclosed and for how long?

Specify what information GRDC would disclose - for example, name, address, contact details, Australian Business Number or Australian Company Number, commodity type, amount of levy paid, or other?

*If other please specify*

Specify the time period for which the third party may use the levy payer information and explain why this is appropriate for the proposed use.

#### Who will be provided with access to the information?

Identify the organisation(s) or individual(s) to whom the levy payer information would be provided.

Outline the nature of any relationship between GRDC and the recipient and between the recipient and levy payers.

## LEVY PAYER REGISTER PROCEDURE

---

### Protection of information?

How will levy payer information be protected and managed? If you handle personal information, you should consider how you will protect personal information during the stages of its life cycle. Personal information security throughout the life cycle involves:

1. Considering whether it is actually necessary to collect and hold personal information in order to carry out your functions or activities.
2. Planning how personal information will be handled by embedding privacy protections into the design of information handling practices.
3. Assessing the risks associated with the collection of the personal information due to a new act, practice, change to an existing project or as part of business as usual.
4. Taking appropriate steps and putting into place strategies to protect personal information that you hold.
5. Destruction or de-identification of the personal information when it is no longer needed.

### Any other relevant factors

Set out any other factors the Secretary should consider, such as the benefits for industry that the activity will create, or how it supports GRDC in performing its functions.

**Request made by:** (Name / Title)

**Date**

# LEVY PAYER REGISTER PROCEDURE

## 10. APPENDIX C

