**\*This is a template – transfer to your organisational letterhead and email – rps@aec.gov.au**

Electoral Commissioner

Australian Electoral Commission

**STATEMENT OF ASSURANCE – [insert date]**

**Compliance by [insert name of prescribed authority] (the ‘Authority’) with the conditions of the *Memorandum of Understanding for the Safeguard of Elector Information* (the ‘Safeguard Agreement’) dated [insert date] with respect to Elector Information provided under item 4 of the table in subsection 90B(4) of the *Commonwealth Electoral Act 1918* (the ‘Electoral Act’).**

I, [*insert name of signatory*] being the [insert position held in the Authority] declare [as]/[on behalf of] the Authority that:

1. I am authorised to give this declaration on behalf of the Authority;
2. During the financial year:
3. there has not been an ‘eligible data breach’ (as that term is defined in the *Privacy Act 1988*) involving Elector Information provided to the Authority;
4. Elector Information provided to the Authority has been used in accordance with:
5. the Safeguard Agreement;
6. subsections 91A(2AA) and 91B(2) of the Electoral Act and;
7. for the permitted purpose prescribed for the Authority in the table in section 1 of Schedule 1 to the *Electoral and Referendum Regulation 2016*;
8. the Authority has made its employees and external suppliers aware that:
9. they are dealing with Elector Information received under section 90B of the Electoral Act which is protected information for the purposes of subsection 91B(1) of the Electoral Act;
10. any failure to use the Elector Information in compliance with subsections 91A(2AA) of the Electoral Act is a breach of subsection 91A(1) of the Electoral Act for which the penalty is 100 penalty units;
11. any disclosure of the protected information contrary to subsection 91B(2) of the Electoral Act is a breach of that section for which the penalty is 1,000 penalty units;
12. any use of the protected information for a commercial purpose is a breach of subsection 91B(3) of the Electoral Act for which the penalty is 1,000 penalty units; and
13. that a penalty unit is currently [insert $330 or such greater sum that was last fixed under subsection 4AA(3) of the *Crimes Act 1914*].
14. Elector Information provided to the Organisation has been stored and/or deleted, destroyed in accordance with the Safeguard Agreement.

[Insert signature block]