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| Terms and Conditions for the use of L17 Family Violence Portal |
| February 2025 |
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# General

1. Police initiated L17 referrals and reports contain information that is highly sensitive.
2. Recognising the sensitivity of this information, these terms and conditions for use of the L17 Family Violence Portal have been developed to ensure that there is transparency about the obligations on staff accessing the portal in regard to managing privacy and ensure security and ensuring compliance with Victoria Police Law Enforcement Data Security requirements.
3. All users of the L17 Family Violence Portal must comply with these terms and conditions and may only use the portal in accordance with the *L17 Family Violence Portal Operations Manual* for the L17 Portal and all other relevant department policies and laws.
4. Failure to comply with these terms and conditions may result in, amongst other things: a user’s access to the L17 Family Violence Portal being terminated by the department; disciplinary action in accordance with the terms of my employment if there is evidence of misconduct; and/or referral to the police if there is evidence of criminal conduct.
5. The L17 Family Violence Portal must not be used for any purpose that breaches any law or infringes the privacy and human rights of any person.
6. Without limiting any other obligations on users and their employing agencies, a user must not:
   1. access the L17 Family Violence Portal computer system, applications, databases, files or data that the user is not authorised to access or use;
   2. access or distribute confidential, personal, heath, or sensitive information held on the L17 Family Violence Portal, except as permitted by law and under the *L17 Family Violence Portal Operations Manual* for the L17 Portal;
   3. interfere with or damage the technology of the department or any other person, including creating, downloading, opening or sending a virus or other malicious code;
   4. use the L17 Family Violence Portal improperly or for personal profit or gain, including the conduct of personal business;
7. Users must ensure that they only access, collect, use or disclose personal information from the L17 Family Violence Portal as necessary to perform their duties. Restrictions apply under the Privacy and Data Protection Act 2014, the Health Records Act 2001, the Children, Youth and Families Act 2005, and the Family Violence Protection Act 2008.
8. Only information, data, and intellectual property relevant to L17’s is to be stored on the L17 Family Violence Portal. Personal non-work related files must not be stored on the portal.

# Monitoring and Auditing

1. The department may conduct routine monitoring and auditing to identify security risks, including unauthorised access, accessing inappropriate material, misuse, viruses and prohibited or otherwise inappropriate activity. It is not necessary for the department to seek a user’s permission or otherwise further notify the user before such monitoring, auditing or reporting may occur.
2. All computer usage on the L17 Family Violence Portal, including details about logging in (both successful and unsuccessful login attempts), may be recorded by the department on a continual and ongoing basis and routinely subject to monitoring and auditing.
3. Examples of usage, information and data that may be the subject of monitoring and auditing include:
   1. user account information, password information and information regarding both authorised and unauthorised access to systems, databases, files or data;
   2. all searching and browsing activities, including downloaded files and time spent searching;
   3. any file accessed via the L17 Family Violence Portal, including password-protected or encrypted files;
   4. any data or files stored on L17 Family Violence Portal drives, including password-protected or encrypted files.
4. Where a user believes that a person has inappropriately used the L17 Family Violence Portal, the user must report the suspected misuse to the department.
5. Where there is reasonable belief that a user is using the L17 Family Violence Portal in breach of these terms and conditions, or the user’s employing agency’s L17 Family Violence Portal agreement, the department may suspend the user’s account(s).