

Data Collection Statement

Emergency Planning Advice Service (EPAS)

September 2026

By participating in the Emergency Planning Advice Service (EPAS) program, you are providing the Country Fire Authority (CFA) with a range of your personal information. This collection notice explains how CFA will collect and use your personal information. CFA will share your personal information with our delivery partners which include the Australian Red Cross, and the Victorian Council of Churches Emergency Ministries (VCCCEM) for the purpose of the EPAS program only.

You can read CFA's Privacy Policy and details here www.cfa.vic.gov.au/privacy.

Why is your participation important?

- It will help us understand what your support needs are in an emergency and how to support you create an emergency plan.
- What you tell us will help us work out if this service is effective and help us to learn more about improving emergency planning for people at higher risk.

How is the information collected?

CFA will collect this information in the *EPAS Reporting form*. This will be collected by the CFA Conversation Partner who conducts the visit. This *EPAS Reporting form* will be accessible to the CFA District Community Engagement Coordinator in your local area. It will also be sent to CFA Headquarters (East Burwood).

This information will be saved securely on CFA's record management systems. It will be accessed by people managing the EPAS program and if required CFA's ICT Department. CFA will securely store this data in accordance with its legal obligations.

How we use your information:

- We may use your personal information for the purpose of delivering, monitoring, evaluating and reporting of the EPAS pilot program or as required or permitted by law.
- Your de-identified information may be used for further research.
- You are entitled to gain access to and/or correct any information that CFA has collected at any time. You can contact CFA at communityprograms@cfa.vic.gov.au
- You are also free to withdraw your participation at any time, without question or consequence by contacting us or telling us anytime today.
- Contact information provided will not be added to a mailing list without your consent.

Data that includes your personal information may be shared with your consent with:

- **The Australian Red Cross or the Victorian Council of Churches Emergency Ministries** for the purposes of delivering, coordinating, evaluating and reporting on the Emergency Planning Advice Service.
- **Your care/service provider/s or nominated support person:** to communicate and share your fire and emergency plan and any other support needs.
- **Your local council** – CFA may share de-identified information for reporting purposes, as Council want to understand ways to improve emergency planning in your local area.

De-identified data* will be shared with the **CFA appointed evaluator**. They have also agreed that any reports, publications or presentations will only contain de-identified aggregated data.

***De-identified data is** information that has personal identifiers, such as names or addresses removed, so that it cannot be linked back to a specific individual. This is done to protect the privacy of individuals.

A unique identifier - Research is being conducted by the CFA appointed evaluator to better understand your experience of this service. CFA will allocate you a Unique Identifier (similar to a driver's licence number) in order to provide the University your information without identifying you. This will allow CFA to provide follow-up information pertaining to you.

How will we analyse and evaluate this information?

- Your responses will be used to monitor, review and evaluate this service.
- The data may be used to inform the development of this service or in any decision relating to the future development of this service
- CFA may analyse this data alongside the appointed evaluator.