

## Subscribing to updates from the Commission and the Board

We may collect your personal information in order to register you to receive updates including e-news, updates or information about prohibition orders.

We may add your email address to our distribution lists, from which you can unsubscribe at any point. Your personal information may be used to distribute content about the disability worker regulation scheme. We may share the information between the Victorian Disability Worker Commission and the Victorian Disability Worker Registration Board of Victoria, in line with our functions under the Disability Service Safeguards Act 2018.

We will not disclose your personal information without your consent, except where required to do so by law. To request access to your personal information, contact [info@vdbc.vic.gov.au](mailto:info@vdbc.vic.gov.au).

If you choose not to provide this information, you may not be able to receive our updates.

You can also view our [Privacy Policy](#) for information on how we handle personal information.

## Registering for an event or training

We may collect your personal information in order to register you for our events and training, to contact you about the training or event, and for reporting purposes.

We may add your email address to our mailing list, from which you can unsubscribe at any point. Your personal information may be used to distribute content following the training or event, to collect feedback, or contact you about future training or events. We may share the information between the Victorian Disability Worker Commission and the Victorian Disability Worker Registration Board of Victoria, in line with our functions under *the Disability Service Safeguards Act 2018*.

We will not disclose your personal information without your consent, except where required to do so by law. You may contact us to book directly, or to request access to your personal information via [info@vdbc.vic.gov.au](mailto:info@vdbc.vic.gov.au).

If you choose not to provide this information, you may not be able to participate in our events.

You can also view our [Privacy Policy](#) for information on how we handle personal information.

## Use of other provider services for events or training

We collect your personal information via Eventbrite and Zoom to facilitate our events or training. This may include your name, email address and profile photo, as well as any personal information you share via Zoom during the meeting or event.

We may also collect audio or visual personal information, such as your voice or image captured when asking questions during the meeting or event to inform the development of guidance. Personal information captured in audio or visual form will not be attributed to a specific person.

We will not disclose your personal information without your consent, except where required to do so by law. However, your email address may be visible to other attendees or participants if a calendar invitation is sent via email for the training or event.

You may contact us to request access to your personal information via [info@vdwc.vic.gov.au](mailto:info@vdwc.vic.gov.au). You can also view our [Privacy Policy](#) for information on how we handle personal information.

## Usage in customer relationship management database

We collect information about stakeholders – usually organisations – we interact with on a regular basis. For example, we retain copies of correspondence and minutes of meetings. This will include some personal information such as names and contact details. We store some of this information in a customer relationship management database named Darzin. This is to help us to communicate more efficiently with stakeholders and report on this work.

Our use of Darzin is governed by our [Privacy Policy](#). For more information, or to request access to any of your personal information in Darzin, contact [info@vdwc.vic.gov.au](mailto:info@vdwc.vic.gov.au).

## Collection by Zoom Video Communications when using Zoom

Zoom Video Communications may also collect your personal information as a result of using Zoom. The privacy information on [Zoom's website](#) details the collection, use, disclosure, and storage information by Zoom Video Communications.

## Collection by Eventbrite

Eventbrite may also collect your personal information as a result of engaging with their service to register for an event. The privacy information on [Eventbrite's website](#) details the collection, use, disclosure, and storage information by Eventbrite.