

Collection Notice

Purpose of collection: Registration Standards Consultation or Consultation

The Victorian Disability Worker Commission and the Disability Worker Registration Board of Victoria are committed to protecting your privacy in accordance with our [Privacy Policy](#), the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

The Consultation is for us to hear from the public about existing registration standards.

What information we collect and what we will do with it

For the Consultation **we will collect**:

1. personal information, for example your name and email address
2. sensitive and health information, for example whether you are a person with disability and the role you play in the disability sector.

Your disclosure of this information is voluntary. You can choose to participate anonymously.

If you do provide personal and/or sensitive information, then the data collected will be analysed and summarised by us. You can contact us at any time to request access to the personal information you provide, or to ask us to correct an error.

What we will do:

- use your responses for purposes in line with our functions under the *Disability Service Safeguards Act 2018*, such as development of registration standards, complaint handling and regulation functions
- if you provide your contact details then we may contact you, for example if we have queries about your submission
- hold the information you provide securely within the Commission's systems and only use it for the purposes outlined in this collection notice
- take reasonable steps to permanently destroy information once we no longer need it.

We will not attempt to link any individual level data collected with any other individual level data we hold.

Collection by third parties

We use third party, Microsoft, software to conduct the Consultation. Microsoft may collect your personal information in the course of you using their products to engage with the Consultation. The [Microsoft Privacy Statement](#) details the collection, use, disclosure, and storage of information collected by Microsoft.

For information on how the Commission and Board handles the personal information we collect in carrying out our functions and activities, please refer to our [Privacy Policy](#). For any other questions, contact our Privacy Officer by email: privacy@vdbc.vic.gov.au.

By making a submission or participating in the survey you acknowledge that you have read and understood this collection notice and agree to participate in accordance with it.

If you are providing us with other people's personal information (for example their name) then you also agree to obtain their consent and that you have notified them of the contents of this collection notice before doing so.
