

## Code of Conduct Webinar Feedback Survey

### Purpose of collection: Code of Conduct Feedback Survey

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 Code of Conduct Webinar Feedback Survey is to hear from people who attended the Code of Conduct Webinars for quality assurance and continuous improvement for future webinars.

### What information we collect and what we will do with it

For the Code of Conduct Webinar registration and feedback survey **we may collect:**

1. personal information, for example your name and email address, provided to us by HUMANITIX ticketing platform when you register for the Webinar
2. sensitive and health information, for example whether you are a person with disability, service user and the role you play in the disability sector, if you voluntarily choose to provide this information – but don't identify yourself or anybody else in your responses.

**This feedback survey is completely voluntary and anonymous.** There are no consequences if you don't complete the survey.

You may choose not to answer any question and exit the survey at any time without submitting your responses. Your answers won't be lodged unless you select the 'submit' button at the end of the survey. We don't use any information we collect to identify anyone's survey responses or link it to other information in our systems. Take care not to identify yourself or others in any responses you write. You can contact us at any time to request access to the personal information you provide, or to ask us to correct it.

#### What we will do:

- use your responses for purposes in line with our functions under the *Disability Service Safeguards Act 2018*, such as registration, complaint handling and regulation functions
- hold the information you provide securely within the Commission's systems and only use it for the purposes outlined in this collection notice
- comply with the information security obligations of Victorian public sector agencies under the Victorian Protective Data Security Framework
- take reasonable steps to permanently destroy information once we no longer need it.

We may give the Board a report of the survey results. The results will be combined and anonymised. The anonymous feedback you provide is aggregated and helps us to evaluate the webinars, improving our customer services and for research purposes.

## Collection by third parties

We use third party, Microsoft, software for the feedback survey and HUMANITIX ticketing platform for registration to attend the Code of Conduct Webinars. Microsoft and Humanitix may collect your personal information in the course of you using their product to register for the Webinar and complete the feedback survey. You can find out more about their collection, use, disclosure, and storage of information:

- [Microsoft Privacy Statement](#)
- [Humanitix Privacy and Cookie Policy - updated 3 June 2025](#)

For information on how the Commission and Board handles the personal and health 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@vdwc.vic.gov.au](mailto:privacy@vdwc.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.