

# Collection Notice

## Event registration and attendance

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This collection notice explains how the Victorian Institute of Teaching (VIT) may collect, use and disclose your personal information for the purpose of registering or attending a VIT event. An event may include, but is not limited to, an online or in-person seminar, conference, training or function.

### Collection and use of personal information

To run events and support your participation, VIT may collect personal information about you. This may include information that you or your authorised representative(s) provide, including

- your name and contact details
- your company affiliation
- your dietary preferences
- the type of events you have attended, expressed an interest in, or registered for.

The VIT may also collect information for analytical purposes, to improve services or to provide information about future events that may be of interest to you.

If this information is not collected, VIT may not be able to organise your participation in events or provide related services and support.

The VIT uses Blackthorn Events to manage event attendance, and your information is stored in VIT's Salesforce database. You can read the Blackthorn Privacy Policy on [Blackthorn's website](#).

### Recording of events

The VIT may record certain events. If you attend a recorded event, your image may be captured and may be published on VIT's website, social media channels or online publications. If you do not want to be recorded or photographed, please email [vitcomms@vit.vic.edu.au](mailto:vitcomms@vit.vic.edu.au) before the event so VIT can notify the videographer or photographer.

For recorded online events, VIT may disable video and audio for all attendees or give you the option to not to enable them. If you choose to enable your video and audio, your image and voice will be captured in the recording and may be published on VIT's website, social media channels or online publications.

The VIT collects personal information via Zoom or Microsoft Teams. This may include your name, email address, profile photo, image and voice, as well as any information you choose to share during the event. You can view Zoom's Privacy Statement on [Zoom's website](#) and Microsoft's Privacy Statement on [Microsoft's website](#).

### Disclosure of information

The VIT will not disclose your personal information without your consent unless required by law. You can request access to your personal information by contacting [privacy@vit.vic.edu.au](mailto:privacy@vit.vic.edu.au). You can also view VIT's Privacy Policy on [VIT's website](#).