

Collection Notice

Assessment of annual registration applications

This collection notice explains how the Victorian Institute of Teaching (VIT) collects, uses and discloses your personal information, including sensitive information and health information, when assessing an application for annual registration. It should be read before completing your application.

Purpose

The information collected by VIT is used to

- assess your application for renewal of registration
- verify your identity and the accuracy of information provided to VIT
- determine whether you satisfy the legislative and regulatory requirements for continued registration
- conduct or facilitate national criminal history checks and State police record checks where authorised or required
- obtain, verify and assess information from third parties relevant to your application
- investigate, assess and manage matters arising from your application or registration
- maintain the integrity of the teaching profession and protect children and young people
- perform VIT's regulatory, compliance, monitoring, risk management and public protection functions
- fulfil obligations imposed by applicable legislation.

If your annual registration application is approved, the information collected will form part of your ongoing registration record and may be used to administer and manage your registration, including future renewals, applications, notifications, investigations, reviews and regulatory processes.

The VIT may also use information collected through the renewal process for

- communicating with you about your registration and VIT's regulatory functions
- providing regulatory updates, notices and reminders
- quality assurance, service improvement and policy development
- statistical analysis, reporting, research and workforce planning
- audit, compliance and risk management activities.

Collection and use of personal information

The VIT collects information to assess your registration application and to perform its statutory functions under the *Education and Training Reform Act 2006* (Vic) (the **Act**).

Applications for annual registration must be lodged before the expiry of the current registration period. In certain circumstances, applications may be lodged within three months after registration expires, subject to the payment of an additional fee.

As part of the annual registration process, VIT may collect and verify information including (but not limited to)

- personal details, including your name, former names, date of birth, contact details and residential or postal address

- employment information, including your current employment and any other child-related work
- payment information relating to annual registration and other prescribed fees
- consent, authorisations and identity information required to conduct national criminal history checks and State police record checks

The following additional information is required as part of an application for annual registration made by fully registered and non-practising registered teachers

- declarations regarding your suitability to teach, recent teaching experience, professional learning, professional conduct, criminal history, and any relevant health or impairment matters
- information relating to Working with Children Check matters
- information relating to reportable conduct allegations, investigations and findings
- information regarding criminal charges, findings of guilt, convictions, diversions or other criminal justice outcomes
- information relating to professional disciplinary proceedings, employment findings, regulatory action or adverse determinations in Australia or overseas
- any other information relevant to assessing your continuing suitability, fitness and propriety to remain registered as a teacher
- evidence that you have maintained an appropriate level of professional practice during the registration period (only applicable to fully registered teachers).

To submit a valid annual registration application, you must provide the information requested in the application form. If sufficient information is not provided, VIT may be unable to assess your application.

Depending on your individual circumstances, VIT may require you to provide additional information or supporting documentation, including information obtained from third parties where authorised by law. VIT will only collect information that is reasonably necessary to assess your application and perform its statutory functions. Where required, VIT will obtain your consent to collect personal, sensitive or health information, unless collection is otherwise authorised or required by law. Failure to provide relevant information may result in VIT being unable to assess your application.

Disclosure

The VIT may disclose your personal information where

- you have consented to the disclosure;
- the disclosure is authorised or required by law; or
- the disclosure is reasonably necessary for VIT to perform its statutory functions.

The VIT is required by legislation to maintain public registers of registered teachers and disciplinary action. Information may be included in those registers or otherwise disclosed where required or authorised by law.

The VIT may also verify registration details to prospective employers and other authorised parties for identity and registration verification purposes where appropriate consent or authority exists.

Third-Party Service Providers

The VIT may engage third-party service providers to store, host, process or maintain information on its behalf, including cloud storage providers and information technology support providers. Some service providers may operate outside of Victoria or Australia.

Where VIT engages third parties, it takes reasonable steps to ensure information is protected and handled in accordance with applicable privacy laws and contractual confidentiality obligations. VIT

seeks to disclose only the minimum amount of personal information reasonably necessary for the relevant purpose

Authority to collect

The collection, use and disclosure of personal information, sensitive information and health information for the purposes of assessing applications for renewal of teacher registration is authorised under the Act.

The VIT may also collect, use and disclose information in accordance with other applicable legislation, including

- *Privacy and Data Protection Act 2014* (Vic)
- *Health Records Act 2001* (Vic)
- *Public Record Act 1973* (Vic)
- *Child Wellbeing and Safety Act 2005* (Vic) under the Child Information Sharing Scheme
- *Family Violence Protection Act 2008* (Vic) under the Family Violence Information Sharing Scheme.
- Any other relevant legislation.

Where VIT obtains information from third parties, it will do so in accordance with the relevant legislative authority and only where reasonably necessary to perform its regulatory functions or for another lawful purpose.

Privacy and Access

The VIT is committed to protecting personal information in accordance with applicable privacy legislation. You may request access to, or correction of, personal information held by VIT by contacting privacy@vit.vic.edu.au. Further information is available in VIT's [Privacy Policy](#).

Definitions

Term	Definition
Personal information	Personal information is defined in the PDP Act as information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, but does not include health information to which the HR Act applies.
Sensitive information	Sensitive information is a subset of personal information, subject to more stringent protections and includes personal information that is about an individual's racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences, orientation or practices; or criminal record.
Health information	Health information is defined in the HR Act and includes personal information about a person's physical, mental or psychological health, disability, the health services they received or wish to receive, and other personal information collected in relation to provision of a health service, organ donation, or genetic information.