

## The Trade & Tech Fit career expo

### TERMS AND CONDITIONS

Please read to acknowledge and agree to these T&Cs before submitting the form.

#### 1. Key Dates

Final Booking Date is Friday 23 May 2025.

Final Change Date is Friday 23 May 2025.

Final Cancellation Date is Friday 23 May 2025.

#### 2. Booking

After registering a group of students to attend the Event via the Booking Form, the School Contact will receive a confirmation email confirming the day and time registered. All bookings must be made by the Final Booking Date.

#### 3. Booking Changes

If the school wishes to change any part of the booking including attendee numbers and staff contacts, the School Contact must email [school.industry.event@education.vic.gov.au](mailto:school.industry.event@education.vic.gov.au) by the Final Change Date.

#### 4. Changes / Cancellation by the Department

The Department of Education (Department) reserves the right to suspend, postpone, vary (including holding an online Event) and/or cancel the Event, or any part of it, at any time and without prior notice, in which schools and attendees will not be entitled to claim compensation in any form. In the event of cancellation, the Department will do its best to arrange an alternative date and/or venue for the Event.

#### 5. Cancellation by School

If a school wishes to cancel a booking, the School Contact must notify by email [school.industry.event@education.vic.gov.au](mailto:school.industry.event@education.vic.gov.au) by the Final Cancellation Date.

#### 6. Consent

Where a student in the registered group is under 18 years of age at the time of registration, written consent on behalf of the student must be obtained from a parent/guardian of the school.

#### 7. Photo Consent

Attendance at the Event is a school excursion and consent for photographing and videoing students will be required. A consent form will be sent in a separate email shortly after booking. The School Contact is to distribute, collect and store all completed forms. The School Contact and/or teacher accompanying students to the Event must advise event registration staff upon check-in, which students are unable to be photographed/videoed.

#### 8. Privacy Statement and Collection Notice

This privacy statement sets out how the Department will be handling your information as part of the Trade & Tech Fit career expo held between 3-4 June 2025.

##### *Applicable law and policies*

The Department will handle your personal information in accordance with the Department's

<https://www.education.vic.gov.au/Pages/privacypolicy.aspx> Privacy Policy, Privacy and Data Protection Act 2014 (Vic.), and the Public Records Act 1973 (Vic.).

##### *Photographs (where you have consented)*

For students and guests who provided their consent prior to attending the Expo, you may be photographed whilst on premises. Photos will be used for: Marketing of the Trade & Tech Fit career expo event – both 2025 post event and future Trade & Tech Fit events via the Trade & Tech Fit website, the Department's social media platforms X and LinkedIn, internal reporting, as well as media coverage through newspapers, television and social media.

##### *Photographs (where you have not consented)*

For students and guests who have not consented to being photographed, you will be issued with a coloured lanyard to identify you to photographers at the event.

##### *Other personal information*

No other information about students and guests is collected by the Department. Students and guests are also encouraged not to provide any personal information to exhibitors and speakers at the event.

##### *Service partner: Salesforce*

Please note that registrations are carried out through Salesforce. For customers in Australia, Salesforce customer data will be stored at rest in Sydney, Australia for all new tenants using Salesforce and existing tenants that have not previously used Salesforce. You can find further information about how Salesforce handles personal information by reading their [Data privacy and security with Salesforce](#). By submitting your registration information, you agree to Salesforce processing your personal information in Australia. Further information - If you have further questions or wish to gain access to or correction of your information, please email [school.industry.event@education.vic.gov.au](mailto:school.industry.event@education.vic.gov.au).

#### 9. Definitions

In these terms:

'Event' means Trade & Tech Fit career expo.

'Booking Form' means the schools registration form found on the Event website.

'School Contact' means the person named as the main contact on the Booking Form and the person with whom the organiser will liaise.

Please confirm - I have read and understand the terms and conditions and how the Department of Education stores this information.