**Privacy Notice**

The Graduate Teacher Conferences (GTCs) comprise of first year and second year graduate conferences with a focus on developing graduate teacher professional practice, professional identity, wellbeing and networks, and providing access to professional supports and resources. The GTCs will be facilitated by Mott MacDonald (trading as Cambridge Education) on behalf of the Department of Education and Training (the Department).

## **What information will be collected?**

The information required is demographic data including:

* Your name and email contact details
* Details of your school setting (school name and postcode)
* Responses to activities that occur during conference sessions
* Responses to evaluation surveys completed post the GTCs

The information you provide will be collected by the Cambridge Education staff involved in administering *The Graduate Teacher Conferences*.

Cambridge Education and the Department protects your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic), the Health Records Act 2001 (Vic) and the Public Records Act 1973 (Vic).

## **what will the information be used for and why?**

Your information is used to support your registration for *The Graduate Teacher Conferences*. Cambridge Education will be managing the registration process on behalf of the Department.

Cambridge Education will use your personal information for the purpose of registering and administering your application for *The Graduate Teacher Conferences.* This information is needed for registration into selected GTCs, pre-registration communications including the date, time and location of the conference, and to update you on any information regarding the GTCs.

Your contact information allows for post-conference communications including distribution of resources, network contacts, and also in relation to any feedback surveys either for the conference or in relation to Cambridge Education.

Cambridge Education will provide the Department with de-identified and aggregated quantitative data in reports which will be used by DET to identify any gaps by analysing engagement levels across the State using the school setting information. This information will assist the Department in providing targeted communications to locations with low participation numbers.

De-identified qualitative information collected from feedback surveys will be used by Cambridge Education to prepare a GTC evaluation report for the Department. The Department will use this report to inform decision making including strengthening of induction and mentoring policies for graduate teachers, and also to improve the GTC program and engagement by the graduate teachers.

Cambridge Education will provide the Department with de-identified data collected during GTCs via the reports mentioned above. However, there may be occasions where a central office staff will attend a conference session as an observer. Cambridge Education will indicate if this is the case at the onset of each conference session.

For online conferences, Cambridge Education will utilise the Department’s instance of Webex to deliver the sessions. You will be required to utilise your existing DET login details to access videoconferencing.

Cambridge Education will use your email address to provide you with the link to Survey Monkey. The platform will be used to collect feedback on the conferences.

Cambridge Education will use Eventbrite to collect registration information (name, email address and school setting).

Information collected by Cambridge Education and the Department will be used or disclosed for the purposes stated in the Notice or where otherwise permitted by law

## **how will my information be secured?**

Your personal information will be managed securely and consistently with Victorian Privacy laws, by both the Department of Education and Cambridge Education as a subsidiary of Mott MacDonald.

Your personal information will be stored securely on the Department servers and on Cambridge Education servers. Only those administering the program from Cambridge Education and those providing technical support from the Department’s technical team or Webex or Jamboard or Eventbrite or Survey Monkey will have access to your personal information.

**Further information**

For further information on this statement, or to request access and correction of personal information, Cambridge Education at [info@camb-ed.com.au](mailto:info@camb-ed.com.au)

For more information about the way the Department collects and handles personal information, including access, correction and complaints, read our [privacy policy](https://www.education.vic.gov.au/Pages/privacypolicy.aspx)

For further information about the way that Cambridge Education handles personal information, read their Privacy Policy [Privacy - Mott MacDonald](https://www.mottmac.com/privacy-policy)

For further information about the way Eventbrite handles personal information, read their Privacy Policy at [Eventbrite & Australia Data Protection.](https://www.eventbrite.com.au/support/articles/en_AU/Troubleshooting/eventbrite-australia-data-protection?lg=en_AU)

For further information about the way that Jamboard handles personal information, read their Privacy Policy at [Jamboard privacy policy](https://jamboards.com/help/privacy-policy/).

For further information about the way that Webex handles personal information, read their Privacy Policy at [Cisco Online Privacy Statement](https://www.cisco.com/c/en/us/about/legal/privacy-full.html).

For further information about the way that Survey Monkey handles personal information, read their Privacy Policy at [Survey Monkey Privacy Notice](https://www.surveymonkey.com/mp/legal/privacy/).