PRIVACY POLICY

The Department of Education & YOUR PRIVACY

Collection & Use of Personal Information

The Victorian Teachers Games is an event organised by School Sport Victoria as part of the Department of Education.

The Department of Education (the department) values the privacy of every person and is committed to protecting information in collecting and managing personal information in accordance with the *Privacy and Data Protection Act* 2014 (Vic) and the *Health Records Act 2001* (Vic) which are collectively known as Victorian Privacy Laws.

The department collects personal information in order to properly, efficiently, and safely carry out its functions, including to provide you with the requested products and services, and event participation you seek. The department will only use your personal information for the purposes for which it was provided, for any secondary and related purposes, and when required or authorised by law. Personal information may be collected at the point of registration, or via telephone.

The department will only use your information in the following reasonably expected ways, including:

- Sending you details of activities by email (electronic direct mail);
- Sharing information as necessary to event providers who are engaged to deliver the event for which you are registered, to successfully facilitate the event;
- Publish participation lists, programs and competitions winners on the VTG official website. Information will only include an individual's first name, the first letter of an individual's last name, school name, and/or team names;
- Assisting and promoting future VTG events (marketing) unless or until you opt out of such communications;
- Sending you e-newsletters from School Sport Victoria, for those participants who opt into receiving this within the VTG registration form.
- Executing pre-agreed third-party partnership arrangements through the communication of information and/or promotional offers. The department will only provide participant contact information for those who opt in to be included in ongoing third-party promotional databases, as indicated in the VTG registration form. Information will only include an individual's first name, email address and sector alignment (where applicable).

Payments to participate in the VTG will be collected via Stripe. For more information on how Stripe handles personal information please see their privacy policy here.

The department has taken reasonable steps to ensure that all information collected is stored securely by the department, contracted service providers or third-party providers, and is protected from misuse, loss, unauthorised access, modification, or disclosure. We also endeavour to ensure that information we hold is accurate, complete, and up to date. If you wish to request a copy of your personal information, you can contact the VTG Organiser at victorianteachersgames@education.vic.gov.au.

Publication of and use of Photographs & Film at VTG

The department may capture photographs and footage (film) of you participating in events during the course of the VTG. This constitutes a collection and use of your 'personal information' under Victorian Privacy Laws. We use this information for the sole purpose of celebrating VTG and the events within the program, and for possible future marketing and promotional use.

Photographs and film will be published on the VTG website, Facebook, YouTube, and Instagram pages. They will also be used in communications updating participants about the VTG. Updates on the VTG via email to participants will also contain these photographs and film. Participants will have the option to opt out of having their image published in any VTG communication channel and can select this option when registering for VTG. All reasonable efforts will be made to ensure participants who select this option will be catered for. The email updates will be provided using Campaign Monitor. For more information on how Campaign Monitor manages personal information please refer to their privacy policy here.

Images and film captured by the department will be wholly owned by the department. This means the department may use and publish images without notifying, acknowledging, or compensating you.

For more information about how the department handles your personal information, see the Privacy Policy. For more information about this policy, contact the department Privacy team at privacy@education.vic.gov.au or (03) 8688 7967.

By registering for the Victorian Teachers' Games, you acknowledge that you have read in full, understand and accept the VTG Privacy Policy.

IMPLEMENTATION

1. This policy reflects current practice.
2. This policy is the responsibility of the VTG Organising Committee.

ENDORSEMENT

This policy was endorsed by the Chief Executive Officer of School Sport Victoria in May 2026.

REVIEW

This policy is to be reviewed annually.