



## Joint Transition Authority Transition Seminar and Stakeholder Forum Privacy Notice

**You must read this Privacy Notice before registering for an ADF Transition Seminar or Stakeholder Forum held by the Joint Transition Authority, when attending either in person or online.**

The purpose of this Privacy Notice is to explain how your personal information will be collected, used and disclosed if you register and attend a Joint Transition Authority ADF Transition Seminar or Stakeholder Forum, either in person or online.

### Online attendance

The Joint Transition Authority (JTA) has engaged, United States of America (USA) based company vFairs Limited Liability Company (vFairs LLC), to provide a virtual offering of the ADF Transition Seminar and Stakeholder Forum events. If you choose to register for the virtual ADF Transition Seminar or Stakeholder Forum, you will be requested to consent to vFairs' Privacy Policy as part of the registration process. Any information you disclose to vFairs will be stored in the USA (not Australia) and therefore will be subject to different privacy laws than those in Australia.

In relation to the use and disclosure of the personal information collected by vFairs for the purposes of the JTA ADF Transition Seminars and Stakeholder Forums, they acknowledge they will:

- use your information for the purpose of providing the seminar or forum only,
- not use your personal information for direct marketing ,
- not disclose your details to other participating companies such as other stallholders, unless you have expressly authorised such disclosure to a particular company, and
- delete all personal information at the conclusion of a defined period (60 days) after each online seminar or forum.

Although their Privacy Policy outlines how vFairs generally handles personal information, they acknowledge they will only use and disclose your personal information collected for the purposes of the JTA ADF Transition Seminars and Stakeholder Forums in the ways listed in the dot points directly above.

In order to provide further protections on your personal information, you will only be asked for your first name and email address when registering for the JTA events online. You are permitted to use a pseudonym or first name only with a non-identifying email address for the purposes of registration.

In recognition that your personal information will be collected outside Australia, it is recommended that you exercise discretion when disclosing information during the virtual ADF Transition Seminar or Stakeholder Forum. This may include disclosing information during a chat room discussion, to the





presenter or to any other participant attending the event. If in doubt, it is recommended that you liaise with presenters or other event participants offline through their direct contact channels. If you provide your personal information to other stallholders during an ADF Transition Seminar, the information will be subject to that other stallholder's privacy policy.

During the registration process, you will receive a pre and post ADF transition Seminar or Stakeholder Forum survey from the JTA. Participation in the survey is not compulsory and any feedback will be used for the purpose of informing continuous improvement initiatives and reporting requirements for the JTA. The survey can be completed anonymously, however, if you request contact from an ADF Transition Coach, your personal information will need to be collected by JTA for the purposes of facilitating the contact.

For information about how vFairs manage the personal information they collect, please view their privacy policy here: <https://www.vfairs.com/privacy-policy/>. Any personal information collected by the JTA will be managed in accordance with the Australian Privacy Principles (APPs), which can be viewed here: <https://www.oaic.gov.au/privacy/australian-privacy-principles/read-the-australian-privacy-principles>

The Defence Privacy Policy contains information on how an individual may apply for access to their personal information and how an individual may apply to have their personal information amended. The Defence Privacy Policy also contains information for individuals on how to make a privacy complaint to Defence if they consider Defence may have breached the APPs. The policy can be accessed here: <https://www.defence.gov.au/privacy>. The Defence Privacy Office can be contacted by email at: [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au).

**By proceeding to register and participate in a virtual ADF Transition Seminar or stakeholder Forum, you are deemed to have acknowledged and agree to the above Privacy Notice.**

If you have, any further questions in relation to this privacy notice please contact the Directorate of Transition Coaching and Support Seminar team at: [transition.seminar@defence.gov.au](mailto:transition.seminar@defence.gov.au).

### **In person attendance**

If you register and attend an ADF Transition Seminar or Stakeholder Forum in person, as opposed to online, the JTA will collect your personal information for the purposes of:

- registration;
- check in;
- record of attendance;
- event feedback (star rating) upon conclusion of the event;
- future stakeholder engagement; and
- de-identified reporting.

The types of personal information collected by the JTA will include your:

- PMKeys number
- Name





## Australian Government

### Defence

- Rank
- Email Address
- Phone Number
- Organisation Name; and
- Position / Job Role (*for external stakeholders only*).

If you provide your personal information to other stallholders during an ADF Transition Seminar, the information will be subject to that other stallholder's privacy policy.

During the registration process, you will receive a pre and post ADF Transition Seminar or Stakeholder Forum survey from the JTA. Participation in the survey is not compulsory and the any feedback will be used for the purpose of informing continuous improvement initiatives and reporting on the JTA. The survey can be completed anonymously, however, if you request contact from a Transition Coach, your personal information will need to be collected by JTA for the purposes of facilitating the contact.

Any personal information collected by the JTA will be managed in accordance with the Australian Privacy Principles (APPs), which can be viewed here: <https://www.oaic.gov.au/privacy/australian-privacy-principles/read-the-australian-privacy-principles>.

The Defence Privacy Policy contains information on how an individual may apply for access to their personal information and how an individual may apply to have their personal information amended. The Defence Privacy Policy also contains information for individuals on how to make a privacy complaint to Defence if they consider Defence may have breached the APPs. The policy can be accessed here: <https://www.defence.gov.au/privacy>. The Defence Privacy Office can be contacted by email at: [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au).

**By proceeding to join and participate in an in person seminar or forum, you are deemed to have acknowledged and agree to the above Privacy Notice.**

If you have, any further questions in relation to this privacy notice please contact the Transition Coaching and Support Seminar team at: [transition.seminar@defence.gov.au](mailto:transition.seminar@defence.gov.au).

