

Darebin City Council ("Council") collects, holds and manages personal information under the *Privacy and Data Protection Act 2014 (Vic)* ("PDP Act")\*.

Your personal and business details are collected so that the Council as part of collecting information in your Proposal to be a facilitator in a series of Business Skills Workshops which the economic development team will offer to local businesses during the 2026/27 business year.

We will share limited information about the workshop: your name, bio, photo, business name, url and description of your workshop content solely for the purposes of promoting the workshop on Eventbrite or Humanitix, and as part of the general promotion using newsletters and other Council communications.

There will be similar limited information with the economic development team at Merri-bek Council, as the workshops are a collaboration between Darebin and Merri-bek.

There will be internal sharing of information to Finance for the purpose of payment to the facilitator.

Our economic development team will store the collected information on Council's internal Records Management system.

The Council may provide personal information to its agents, such as its lawyers. And at times, the Council may be legally required to disclose personal information, for instance to the police. If you choose not to provide your personal information, we be unable to include your recording the project.

You can access the Council's privacy policy by emailing [privacy.officer@darebin.vic.gov.au](mailto:privacy.officer@darebin.vic.gov.au) or from our customer centre. For further information on privacy matters please call Council's Privacy Officer on 8470 8888 or email to [privacy.officer@darebin.vic.gov.au](mailto:privacy.officer@darebin.vic.gov.au).

If you would like to gain access to your personal information, you can contact Council's Freedom of Information officer on 8470 8888 or email to [foi@darebin.vic.gov.au](mailto:foi@darebin.vic.gov.au).