



Joint Transition Authority Events Privacy & Consent Notice

You must read this Privacy Notice before registering and attending an ADF Transition Seminar or Stakeholder Forum held by the Joint Transition Authority. This privacy notice is applicable to and covers attendance both in person and online.

The Department of Defence (Defence) must comply with the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988* (Cth) (Privacy Act), which governs the handling of personal information. The following privacy notice is provided in accordance with APP 5 and explains how your personal information will be handled by Defence if you register and attend a Joint Transition Authority (JTA) ADF Transition Seminar or Stakeholder Forum, either in person or online.

Defence has engaged an Australian based company, Centium Software Pty Ltd (ABN 23 118 594 479), to provide an events management system that allows the ADF Transition Seminars to be offered virtually. The system used by Centium Software Pty Ltd is called EventsAIR.

Your personal information will be collected by EventsAIR, on behalf of Defence, and will be used for the following purposes:

- to facilitate the JTA ADF Transition Seminar or Stakeholder Forum;
- registration, including notification of registration to the ADF member's supervisor;
- joining instructions;
- check in and check out;
- record of attendance for PMKeyS reporting;
- pre and post event feedback;
- future stakeholder engagement (for external stakeholders only); and
- de-identified reporting.

Your personal information will not be used for any of the following purposes:

- direct marketing; and
- disclosure to other participating companies such as other stallholders, unless you have expressly authorised such disclosure.

The types of personal information that will be collected include:

- Title / Rank;
- Name;
- ADF Service (*if applicable*);
- Position;
- Email Address;
- Organisation name; and
- Phone Number.

Personal information collected by Defence and EventsAIR in the ADF Transition Seminar or Stakeholder Forums may be disclosed to the following:



- JTA Events team staff members to facilitate the ADF Transition Seminar or Stakeholder Forums and produce de-identified reports from information collected in event pre and post surveys.
- ADF Supervisors / Command to notify them that an ADF member within their chain of command/supervisory chain has registered to attend an ADF Transition Seminar and to follow up non-attendance.
- JTA Transition Support Officers where you have requested contact. Personal information provided may include your name, contact number and email address; and
- The Defence human resource training team in order to update your attendance on your service training record in PMKeyS. The personal information disclosed to the Defence human resources team will include your name, Defence email address and the date you attended the seminar.

Your personal information will not be disclosed to anyone overseas.

All personal information collected by EventsAIR will be stored in Australia. Further, your personal information will be retained and deleted within 90 days following the calendar year in which you attended the event.

If you do not provide your personal information, or if that information is incomplete or inaccurate, you may not be able to participate in the ADF Transition Seminar or Stakeholder Forum. This may also result in an aspect of your mandatory transition requirements not being met.

During the ADF Transition Seminars and Stakeholder Forums, both in person and virtual, it is recommended that you exercise discretion when disclosing personal information. 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 or Stakeholder Forum, the information will be subject to that stallholder's privacy policy.

During the registration process, you will be asked to complete a pre and post ADF transition Seminar survey from the JTA. Participation in the survey is not compulsory and any feedback will only be used for the purpose of informing continuous improvement initiatives, program service delivery enhancements and de-identified reporting requirements for the JTA. However, if you request to be contacted by a JTA Transition Support Officer during the survey, some of your personal information, including your name, contact number and email address will be provided to a JTA Transition Support Officer to enable them to initiate contact with you.

For information about how EventsAIR manage the personal information they collect, the EventsAIR privacy policy can be viewed here: [EventsAIR Privacy Policy](#).

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: [Defence Privacy Policy](#). The Defence Privacy Office can be contacted by email at: defence.privacy@defence.gov.au.

By proceeding to register and participate in the ADF Transition Seminar and Stakeholder Forums, 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 JTA Events team at: transition.seminar@defence.gov.au.

