

Privacy Collection Notice: Small Business Support Toolkits Program.

Monarch Institute (Monarch) is collecting your personal information on behalf of the Department of Jobs, Skills, Industry and Regions (Department) for the purposes of providing business advisory and capability building services. Your personal information will be used by Monarch to deliver these services, which includes managing workshops, webinars and advisory services, both virtually and in-person onboard the Small Business Bus for small businesses and registrations to these events. The Department will use the personal and demographic information collected for reporting purposes and evaluation of the program. The aggregated demographic information will also be shared with municipal councils and business advisors hosting the events and used for similar purposes.

Your personal information will be stored on secure databases which reside in Australia and the USA. If you have any concerns with your personal information being stored outside of Australia, please contact our Privacy Officer by email at businessvictoria@monarch.edu.au to discuss.

Any personal information collected, held, managed, used, disclosed, or transferred will be held in accordance with the Privacy and Data Protection Act 2014 and other applicable laws.

You may seek access to and correction of the personal information which we hold about you by contacting our Privacy Officer at businessvictoria@monarch.edu.au. If you would like further information, or if you have any queries, problems or complaints relating to Monarch's Privacy Policy or our information processing practices, please contact our Privacy Officer at businessvictoria@monarch.edu.au or 1300 738 955.

The Department is committed to protecting the privacy of personal information. For any concerns regarding the privacy of your personal information, please contact the Department's Privacy Unit by email at privacy@ecodev.vic.gov.au. The Department's privacy policy is also available by emailing the Privacy Unit.