

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 the Small Business Support Toolkits Program (Program). Your personal information will be used by Monarch to deliver the Program, which includes managing the virtual mentoring, webinar, workshop and Small Business Business mentoring (Events) 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 hosting the Events and used for similar purposes.

Your personal information is protected by law, including through the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs) and will be collected, shared and stored in line with Monarch (ABN 69 150 641 866) Privacy Policy located at <https://www.monarch.edu.au/privacy/>. This Privacy Policy must be read in conjunction with this Collection Notice.

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.