



The Parliament Prize

Collection notice

This collection notice explains what information is collected when you submit an entry to the Parliament Prize, how it is used, stored and handled, and who has access to it.

Competition platform: Usage and data storage

We use an external platform hosted by Launchpad, a Victorian-based company.

Access to the platform (and therefore any data) is limited to:

- designated Parliament of Victoria staff member/s with responsibility to administer the competition. This is currently the Senior Education Adviser and Education Adviser, both with Victorian Institute of Teaching registration.
- Launchpad technical support in the event that technical support is needed.
 - Testing of the platform is done prior to opening the competition, to minimise any technical support requirements and therefore access throughout the competition. However, from time to time, technical issues may arise during the competition period
- To administer the prize, student entry data is downloaded. This is accessible for limited Parliament of Victoria staff (i.e. staff who administer the prize) and all identifiable data deleted at the conclusion of the prize (with exception of some deidentified data, as detailed below).

The platform has features that allow the sharing and public viewing of and voting on videos; this feature is disabled and has never been a part of the Parliament Prize competition.

Entry form data

Student name and email

The platform requires some data for entry, at a minimum:

- student name
- unique email address (the email address is used to limit one entry per student)

Students are unable to submit entries anonymously. If students, teachers or parents have particular concerns about providing student names, please contact parliamentprize@parliament.vic.gov.au to discuss the specific circumstances.

Advice on not supplying student email addresses can be found in the Frequently Asked Questions document.

Parent/guardian information

Parent/guardian information is only used in the event that a student is awarded a prize in their category. The parents are contacted to:

- inform the student of the winning entry
- seek consent and assent for publication of the videos and any associated photos (e.g. from the award ceremony)
- seek bank details (student bank details are preferred) where winners have been awarded a monetary prize

Topic descriptions

- Topic data is de-identified and used to communicate to members of parliament (and other organisations) summaries of what young people have been discussing. For example, [What were young people saying about education?](#)
- We may, where appropriate, take one sentence quotes from the videos to demonstrate students' ideas. These are published with first name and year level only, and no school details. And any topic/name/year level combination that may result in a student being identified is not used.

Group entries

This is a tick box and allows us to include all students in official participation numbers.

In the event that a group entry wins, we may reach out to the school to request information about the other members of the group, if not already included on the entry form.

Please note, only one student from the group should submit the video.

School details

The student's school is needed because it is a requirement of the Parliament Prize that students be attending a Victorian school or reside in Victoria, if homeschooled. School and teacher information are used to:

- evaluate reach of the prize across the state (internal reporting only)
- inform schools and teachers of the outcome of the prize, including any students from the school who may have won a prize

We may reach out to a school/teacher if a member of parliament has requested to speak to students who have entered. We seek permission to connect the member of with the school/teacher to facilitate this conversation. Participation in the prize does not guarantee contact from a member of parliament.

Classroom activity

- Occasionally we will reach out to teachers who have set this as a class activity to see if there are additional resources we can provide.

Acknowledgement of terms and conditions and parent consent

- All students must tick this box. However, we acknowledge that sometimes students will tick the box without discussing it with their parents or guardians. This is why there is additional consent and assent for all winning videos, both verbally and in writing, prior to the winners being announced.

Judging

Judging panel consists of:

- young people contracted to parliament for the purposes of judging the competition
- parliamentary staff
- members of parliament's Education Advisory Panel
- members of parliament

The judges receive a login (provided by the Parliament of Victoria competition administrators) to a judging portal. The judges can see the:

- video
- student name
- category (Grades 5-6, Years 7-9, Years 10-12)

Judges are not able to download the videos, nor are they provided any student contact details or additional details from the entry form.

Judging access finishes once the judging round is complete, and all judging logins are removed at the end of the competition.

Data storage

All videos are stored through the Launchpad platform

- The only videos that are downloaded are the winning entries
- If there is an anomalous reason to download an additional video, this is documented, saved securely, and deleted as soon as possible
 - Anomalous reasons may include videos that contain offensive material that are in direct breach of the competition terms and conditions, and material that discloses that a young person may be at risk of harm
- Each year's competition is deleted before the start of the following year's competition
- Winner's videos are published in a showcase on Vimeo, and are published for 2-3 years before being removed.

Entry data

- Winners and finalist data is kept as a record of the competition:
 - Additional permissions to share and use winning videos are sought from both students and parents prior to competition announcements. A detailed photo and videography permission form (including usage, storage, access to information and withdrawal of permission) is provided prior to consent and assent.
 - Data kept includes student name, school, judges scores, topics
 - Videos are kept in a secure file on the Parliament of Victoria network
- All other personal data is deleted at the end of the competition
 - Student name, student and parent contact details
- School names are retained for internal reporting, i.e. reach of the competition
- Topic data is deidentified and retained for reporting. For example, the 2024 Parliament Prize top three themes (1-2 page summaries) was provided to the [*Inquiry into civics education, engagement and participation in Australia*](#) as evidence of young people's engagement

Contacting students

Students are contacted for the following reasons:

- Automated notification that an entry has been uploaded
- Outcome of the prize
 - Students are provided with a participation, highly commended or finalist certificate, including links to the announcement and some follow-up information if they want to pursue their idea further (these are publicly available sites, such as the Parliament of Victoria website, or Zoos Victoria for example). This is sent from the parliamentprize@parliament.vic.gov.au email address
- Winning students are contacted through either the details provided for either their parent/guardian or school
- Any additional contact with students (with the exception of the automated email and form announcement email), where appropriate/necessary, will also include teacher/parent, with the exception of a student contacting the Parliament Prize email address directly.

Anomalous entries

There are two types of anomalous entries

- Poor video quality or corrupted file
 - It is the student's responsibility to check video quality (including audio) before submitting
- Where the student has discussed a topic in a highly sensitive or personal manner and/or appears distressed
 - The school will be contacted, and concerns shared with either a member of the leadership or wellbeing team (this is noted in the terms and conditions)
 - A record of contact is kept, including date and time, person who was spoken to, top level concern (e.g. bullying). The specific details of the student name and information in the video is not recorded.
 - If any student discloses harm or intent to harm, Parliament of Victoria's Child Safeguarding and any additional mandatory reporting processes will be followed, including notification of all relevant emergency services.

Student initiated contact

Occasionally we have students/parents/teachers reach out via email or phone for information and/or support.

- In relation to technical issues – this is often related to the length of the video file or slow or intermittent internet
- Information seeking information regarding Parliament Prize announcements (usually August)
- Advice on how to approach their Parliament Prize entry; we direct the students to the resources published on the [Teach and Learn section](#) of the Parliament of Victoria website. This ensures equitable access to information for students

There is also a detailed [Frequently asked questions](#) document, that provides detailed information relating to the most common aspects of the competition.