

Recording and sharing of online CPD sessions

November 2022

1. FCVic runs a large number of Continuous Professional Development (CPD) sessions online via Zoom and other videoconferencing platforms.
2. Where deemed appropriate, these sessions are recorded and uploaded to the FCVic CPD Library. FCVic notifies participants at the beginning of each online CPD session if a session will be recorded.
3. The FCVic CPD Library includes CPD session materials such as slides and factsheets, e-learning, and recordings of live webinars. The CPD Library is protected within the FCVic Members Portal and accessible only by FCVic members.
4. Access to recorded CPD sessions for non-members may be provided on a case-by-case basis where deemed appropriate. Those who may be provided access include people in the following categories:
 - People/organisations who assisted in the design and/or delivery of the training
 - Community workers, community lawyers, sector funding body representatives, members or staff of other state/territory financial counselling associations who would benefit from accessing the training content, and more broadly from exposure to the financial counselling sector
5. Non-members accessing training materials, including recordings of sessions, will only do so under arrangements that restrict their use of the materials, and require that they do not forward or share any recordings to third parties. By agreeing to the arrangements, non-members acknowledge that the content is copyrighted to FCVic, and subject to privacy and confidentiality requirements regarding FCVic members who attended the session as registered participants. With this provision, FCVic acknowledges the potential benefits to the financial counselling sector in providing access to relevant materials for select external groups.

To be clear and transparent with members on who may potentially access a recording of a session they were in, the following communication processes will apply:

1. FCVic will incorporate a **notification** within the registration process that advises anyone wanting to register that the session may be recorded and access to the recording will be provided via the FCVic CPD library under the terms described above. By completing the registration, members acknowledge that they understand and accept these terms.
2. FCVic will inform participants at the beginning of each recorded online session that the session will be recorded and made available on the FCVic CPD library according to terms described above.