

**Data Processing Consent for the Australia New Zealand Virtual Project Management Conference  
2020**

**Why we ask for your consent**

We are committed to protecting the privacy of all personal data you provide us for this conference. The following statements describe what we are doing with your data and how long we store it. This ensures you are fully informed prior to you submitting your personal information for the conference.

**Data Controller Contact**

Organisation Name and Address: The Conference Company Ltd and The Conference Company (Australia) Pty Ltd  
Phone +64 9 360 1240 (New Zealand) 1800 193 405 (Australia)  
Email: [pmianz@theconferencecompany.com](mailto:pmianz@theconferencecompany.com)

**Nominated Data Protection Officer**

Name and Title: James Brehaut, General Manager  
Phone: +64 9 360 1240  
Email: [pmianz@theconferencecompany.com](mailto:pmianz@theconferencecompany.com)

**Why are we processing your personal data?**

We ask for your personal data to facilitate your participation in this conference. Your data will be used solely for this conference and under no circumstances be sold or used for other purposes.

**Logistical third parties that may have access to your personal data**

Your data may be shared with other logistical organisations and third parties in order to deliver this conference. Only data relevant to their specific role will be made available to them. The third parties may include:

<b>Organisations / 3<sup>rd</sup> Parties</b>	<b>Their role in delivering the conference</b>	<b>Determination if data will be shared</b>
Microsoft Azure	Cloud computing platform the conferences database is hosted from	All participants that are in the conference database
Centium Software	Conferences database developers	All participants that are in the conference database
SendGrid	Email broadcast software	All participants that are in the conference database
Windcave	Authorised ecommerce provider	All participants that pay via credit card (credit card details are encrypted)
AV company	Manages all AV requirements for the conference	All participants that are speaking / presenting at the conference
Zoom	Virtual Conference platform	All participants that are speaking / presenting at the conference
Twilio	Virtual Conference platform	All participants that are speaking / presenting at the conference
Vimeo	Virtual Conference platform	All participants that are speaking / presenting at the conference
Vonage	Virtual Conference platform	All participants that are speaking / presenting at the conference
Website developer	Creates and updates conference website	All participants that are presenting/speaking at the

		conference who therefore have their details listed in the programme
App publisher	Creates and updates the conference app	All participants that are in the conference database. (This does not mean the participant name will be listed in the conference app for other participants to see. The participant will be asked to give this consent separately in the online registration form)
Digital conference platform provider	Provide conference content to participants	All participants that are speaking / presenting at the conference
Media/Social Media	Publicise and Report on areas of interest to increase exposure of the conference	All participants that contribute content
Conference organising committees	Work with The Conference Company to deliver all aspects of the conference	All participants that are in the conference database
Project Management Institute of New Zealand	The host entity that contracts The Conference Company to deliver the conference	All participants that are in the conference database

#### **Other third parties that may have access to your personal data**

In a separate section of the online registration form, 'Privacy – List of Participants', you can choose whether to have your details included in the conference List of Participants. If you opt in for this, your details will also be shared with:

- (a) Conference delegates, sponsors and exhibitors
- (b) Organisers of future Project Management Institute of New Zealand conferences

#### **How long will we store your personal data?**

Your personal data will be retained by us for up to 24 months after the conclusion of this conference in the Conference database. After this, your data will be stored only for purposes of communications regarding future conferences being organised by the host entity.

#### **The right to inquire about your personal data**

You retain the right to ask us about your personal data at any time. Please contact us at [pmianz@theconferencecompany.com](mailto:pmianz@theconferencecompany.com) with any enquiries you may have.

#### **The right to withdraw your consent**

You retain the right to withdraw consent to use your personal data at any time. Please be aware that a withdrawal of consent before the start of this conference means we will have to remove your personal details from the conference database. Unfortunately, this may preclude you from attending the conference as we do need to store your personal details for multiple conference related purposes. Please contact us at [pmianz@theconferencecompany.com](mailto:pmianz@theconferencecompany.com) with any enquiries you may have.

#### **The right to forget or anonymise your personal details**

You retain the right to request that we forget or anonymise your personal data. If you have attended any conference with us, we will retain any financial, tax or conference attendance records for

reporting reasons, but will remove all personal data from our database, leaving an anonymised record for reporting reasons.

If we have provided your personal data to third parties we will inform these third parties that you have requested your data be anonymised.

#### **Data Breaches**

In the case of data breaches identified by anyone other than the **Data Protection Officer**, the identifying party must inform the Data Protection Officer of the data breach immediately.

Once aware of a data breach, the Data Protection Officer will immediately put measures in place cease and rectify the breach and will report the breach to the supervisory authority within the applicable country within 72 hrs (e.g. the Privacy Commissioner in New Zealand or the Information Commissioner in Australia).

#### **Our Data Privacy Policy**

The Conference Company has a detailed internal Data Privacy Policy that is reviewed and updated periodically. Staff are trained in the policy as part of their induction and are kept abreast of changes as they occur.