

## Data Processing Consent for the Sleep DownUnder 2022 Meeting

### What data do we collect?

During the registration process / abstract submission process we request the following personal data (without limitation):

Name  
Organisation  
Job position  
Phone numbers  
Email address  
Postal address  
Billing address

### Why we ask for your consent

We are committed to protecting the privacy of all personal data you provide us for this event. 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 event. By checking the "I give consent" box in the Data Processing Consent section of the form, you consent to your personal information being used, stored and disclosed in accordance with this Data Consent Policy.

### Data Controller Contact

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

### Nominated Data Protection Officer

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

### Why are we processing your personal data?

We ask for your personal data to facilitate your participation in this event. Your data will be used solely for this event and possibly future events run by the host entity, and under no circumstances be sold or used for other purposes.

### 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 event. Only data required to undertake their specific role will be made available to them. The third parties may include:

Organisations / Third Parties	Their role in delivering the event	Determination if data will be shared
Microsoft Azure	Cloud computing platform the events database is hosted from	All participants that are in the event database
Centium Software	Events database developers	All participants that are in the event database
SendGrid	Email broadcast software	All participants that are in the event database

Stripe	Authorised ecommerce provider	All participants that pay via credit card (credit card details are encrypted)
Hotels	Contracted by The Conference Company as an accommodation provider for this event	All participants that are staying in a hotel booked through The Conference Company
Caterers	Venue caterers for this event	All participants that indicate a dietary restriction
AV company	Manages all AV requirements for the event	All participants that are speaking / presenting at the event
Travel and transport agencies	Arranges participant transport to and from the event	All participants that have all or some of their travel and transport organised for them by The Conference Company
Website developer	Creates and updates event website	All participants that are presenting/speaking at the event who therefore have their details listed in the program
Printers	Creates and updates printed material	All participants that are presenting/speaking at the event who therefore have their details listed in the printed program and/or mini program
Abstract publisher	Creates and updates printed and/or online abstract supplement	All participants that have abstracts accepted into the event program
App publisher	Creates and updates the event app	All participants that are in the event database. (This does not mean the participant name will be listed in the event app for other participants to see. The participant will be asked to give this consent separately in the online registration form)
Digital event platform provider	Provide event content to participants	All participants that are speaking / presenting at the event
Venue	Venue staff and providers for this event	All participants requiring specialty services
Media/Social Media	Publicise and Report on areas of interest to increase exposure of the event	All participants that contribute content
Event organising and program committees	Work with The Conference Company to deliver all aspects of the event	All participants that are in the event database
Australasian Sleep Association	The host entity that contracts The Conference Company to deliver the event	All participants that are in the event 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 event List of Participants. If you opt in for this, your details will also be shared with:

(a) Meeting delegates, sponsors and exhibitors (note that if consent is given to have your details included in the List of Participants, it is likely that sponsors may add you to their mailing lists and send promotional emails to you)

(b) Organisers of future Australasian Sleep Association events

### **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 event in the Meeting database. After this, your data will be stored only for purposes of communications regarding future events being organised by the host entity.

### **Personal data about your children**

We ask for your children's personal data if they are attending this event with you. If you are under the age of 15, we will only collect your personal information if we obtain the consent of your parent or legal guardian.

### **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 [sleep@theconferencecompany.com](mailto:sleep@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 event means we will have to remove your personal details from the event database. Unfortunately, this may preclude you from attending the event as we do need to store your personal details for multiple event related purposes. Please contact us at [sleep@theconferencecompany.com](mailto:sleep@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 event with us, we will retain any financial, tax or event 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.