

Data Consent Policy

What data do we collect?

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

Name

Organisation

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 Meeting. 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 Meeting.

By checking the "I agree with the data consent policy" box in the Data Processing Consent section of the registration form, you consent to your personal information being used, stored and disclosed in accordance with this Data Consent Policy.

Data Controller Contact

Organisation Name and Address: Little Big Events Ltd

Email: conference@LBevents.co

Nominated Data Protection Officer

Name and Title: Jade Taylor, Director

Email: jade@LBevents.co

Why are we processing your personal data?

We ask for your personal data to facilitate your participation in this Meeting. Your data will be used solely for this event and possibly future Meetings 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 Meeting. Only data required to undertake their specific role will be made available to them.

The third parties may include:

Organisations / 3 rd Parties	Their role in delivering the event	Determination if data will be shared
Google Workspace	Cloud computing platform the events database is hosted from	All participants who are in the event database
Centium Software	Events database developers	All participants who are in the event database

SendGrid	Email broadcast software	All participants who are in the event database
Stripe	Authorised PCI Compliant ecommerce provider	All participants who pay via credit card (credit card details are encrypted)
Hotels	Contracted by Little Big Events Ltd as an accommodation provider for this event	All participants who are staying in a hotel booked through Little Big Events Ltd
Caterers	Venue caterers for this event	All participants who indicate a dietary restriction
AV company	Manages all AV requirements for the event	All participants who are speaking / presenting at the event
Website developer	Creates and updates event website	All participants that are presenting/speaking at the event who therefore have their details listed in the programme
Printers	Creates and updates printed material	All participants who are presenting/speaking at the event and therefore have their details listed on a printed programme.
Abstract publisher	Creates and updates printed and/or online abstract supplement	All participants who have abstracts accepted into the event programme
App publisher	Creates and updates the event app	All participants who are in the event database (subject to obtaining participant consent).
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 who contribute content
Event organising and programme committees	Work with Little Big Events Ltd to deliver all aspects of the event	All participants who are in the event database
Queenstown Molecular Biology & AWCBR	The host entity that contracts Little Big Events Ltd to deliver the event	All participants who are in the event database

Event Contractors	Any contractors hired by Little Big Events Ltd to work at the conference	All participants who 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, 'Data sharing with Trade Exhibitors, 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) Event 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)

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 Meeting 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.

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 Jade@LBevents.co 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 Meeting database. Unfortunately, this will preclude you from attending the event as we do need to store your personal details for multiple event related purposes. Please contact us at Jade@LBevents.co 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).