

BUSINESS EVENTS PERTH

PRIVACY STATEMENT

Business Events Perth is a not for profit organisation with the primary role of marketing Western Australia as a destination for meetings, incentive travel, conventions and exhibitions.

We understand the need to protect personal information from misuse and respect everyone's right to privacy, therefore we have procedures in place to protect your personal information.

Our Privacy Policy, which complies with the National Privacy Principles, covers the collection, use, storage and disclosure and transfer of personal information and is constantly monitored to ensure your information is protected.

We strive to maintain an open and accountable policy on the privacy of personal information and our Privacy Officer is available to discuss this policy and any queries you might have.

For further details on Business Events Perth's privacy policy contact:

Gareth Martin
Chief Executive Officer
Business Events Perth
Telephone: +61 (0) 8 9218 2900

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PRIVACY POLICY

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1. Purpose

Business Events Perth is committed to the protection of personal privacy and as such has adopted a set of privacy principles.

We understand you care how your personal information is handled and that you are concerned about your privacy and the confidentiality and security of any information that is provided. We will comply with the Australian National Privacy Principles of the Privacy Act (Private Sector) Amendment 2000.

2. Policy

This policy sets out the principles that Business Events Perth has adopted in order to protect personal information about individuals, covering both external individuals and internal staff. These principles deal with collection, use and disclosure of personal information as well as access to information and intrusion issues. These Privacy Protection Principles are;

2.1 Collection of Personal Information

What is 'personal information'?

Personal information means information or an opinion about you where your identity is clearly or reasonably apparent, whether or not that information is recorded in a material form.

We collect personal information from you in order to:

- a) assess whether your business event is eligible for funding support
- b) identify and progress business event opportunities, through our research, marketing and business development activities
- c) support event organisers who have confirmed business events to be hosted in Perth or Western Australia through connectivity with key stakeholders;
- d) build and maintain a network of connected stakeholders from government, associations, academia and corporate sectors who will actively participate in, or benefit from business events hosted in Perth or Western Australia;
- e) profile Perth and Western Australia as a pre-eminent business events destination;

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- f) acquire and maintain a membership base for the company, including processing applications for membership and providing membership services;
- g) undertake industry research and statistical analysis (including market segmentation and customer value analysis);
- h) enable us to forward to you other information or material which you have requested or we believe may be of interest to you;

We will only collect your personal information directly from you. The type of personal information that we collect consists of your:

- First and last name;
- email address;

We may also collect your log file information (such as your IP address and browser type) if you contact us directly.

Business Events Perth will only collect personal information that is necessary for one or more of its legitimate functions or activities.

We will only collect information by lawful and fair means not in an unreasonably intrusive way.

At or before the time Business Events Perth collects personal information from the subject of the information (or, if that is not practical, as soon as practicable thereafter), we will take reasonable steps to ensure that the subject of the information is aware of:

- (a) Business Events Perth's identity and how to contact us;
- (b) the fact that he or she is able to gain access to the information;
- (c) the purpose for which the information is collected;
- (d) to whom (or the types of individuals or organisations to which) Business Events Perth discloses information of this kind.

Where practicable Business Events Perth will take reasonable steps to ensure that the subject of the information is or has been made aware of the matters listed from (a) to (d) above.

2.2 Use

Business Events Perth primarily collects data on individuals and organisations that have the potential to meet in Western Australia for the purpose of accelerating the growth of the convention and incentive industry here.

Business Events Perth also facilitates contact between local suppliers and meeting organisers by providing information on confirmed meetings and events to its members and providing meeting planners with contacts to supply goods and services to stage their events here.

For the benefit of its members, Business Events Perth also organises regular networking and educational functions to which it issues invitations.

Both meeting planners and members also receive regular communication to brief them on industry issues and trends, new product and destination information.

Data on meetings and events held here is also collected for statistical purposes to evaluate the size and scope of the meeting industry in Western Australia.

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Business Events Perth will only use personal information that is collected for a secondary purpose if it relates to the primary purpose of collection and there is a reasonable expectation of such use.

2.3 Disclosure

Business Events Perth will only disclose personal information for a secondary purpose if;

- (a)
 - (i) The secondary purpose is related to the primary purpose of collection; and
 - (ii) The subject of the information would reasonably expect Business Events Perth to disclose the information for the secondary purpose; and
 - (iii) The disclosure is made in the performance of a person's duties as an employee, agent or contractor or Business Events Perth.
- (b) the individual has consented to the disclosure; or
- (c) the third party is an agent or contractor of Business Events Perth who is required to keep the information confidential and to use it only for the purpose for which it was disclosed.

2.4 Data Security

Business Events Perth will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Business Events Perth will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose including through a range of physical and electronic means.

We implement a range of security measure to protect the personal information that we hold, including by encrypting data transmitted between us and your browser. However, except to the extent liability cannot legally be excluded, we exclude all liability (including in negligence) for the consequences of any unauthorised access to your personal information. Please notify us immediately if you become aware of any breach of security.

Except to the extent liability cannot legally be excluded, we exclude all liability (including in negligence) for the consequences of any unauthorised access to your personal information. Please notify us immediately if you become aware of any breach of security.

2.5 Openness

Business Events Perth will have clearly expressed policies on its management of personal information and these will continue to be readily available.

Upon request Business Events Perth will take reasonable steps to let individuals know, generally, what sort of personal information it holds, for what purposes, and how it collects, uses and discloses that information.

2.6 Access and Correction

Business Events Perth will take reasonable steps to make sure the personal information it collects, uses or discloses is accurate, complete and up-to-date.

Where Business Events Perth holds personal information about an individual, it will provide the individual with access to the information upon written request, in a form or manner suitable to the individuals reasonable needs, except to the extent that:

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- (a) providing access would have an unreasonable impact on the privacy of other individuals; or
- (b) the information relates to existing legal dispute resolution proceedings Business Events Perth and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
- (c) providing access would reveal the intentions of Business Events Perth in relation to negotiations with the individual in such a way as to prejudice those negotiations.

Where providing access would reveal evaluative information generated within Business Events Perth in connection with a commercially sensitive-decision making process, Business Events Perth may give the individual an explanation for the decision rather than direct access to the information.

If Business Events Perth has given an individual such an explanation and the individual believes that direct access to the evaluative information is necessary to provide a reasonable explanation of the reasons for the decision, Business Events Perth will, at the request of the individual, undertake a review of the decision. The review will be undertaken by personnel other than the original decision maker.

Wherever direct access by the individual is impractical or inappropriate, Business Events Perth and the individual should consider whether the use of mutually agreed intermediaries would allow sufficient access to meet the needs of both parties.

If Business Events Perth levies charges for providing access to the information, those charges:

- (a) will not be excessive;
- (b) will not apply to lodging a request for access.

We take reasonable steps to make sure that the personal information which we collect, use or disclose is accurate, complete and up-to-date.

If Business Events Perth holds personal information about an individual and the individual is able to establish that the information is not accurate, complete and up-to-date, Business Events Perth will take reasonable steps to correct the information so that it is accurate, complete and up to date.

If the individual and Business Events Perth disagree about whether the information is accurate, complete and up-to-date, and the individual asks Business Events Perth to include a statement claiming that the information is not accurate, complete or up-to-date, Business Events Perth will take reasonable steps to do so.

Business Events Perth will provide reasons for denial of access or correction.

If you wish to access, update, or correct your personal information which we hold, please contact our Privacy Officer. We will take reasonable steps to comply with such requests. We may refuse to provide you with certain information where permitted or required by law.

2.7 Identifiers

Business Events Perth adopts its own identifiers for all contacts.

2.8 Anonymity

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Whenever it is lawful and practicable, individuals will have the option of not identifying themselves by not providing personal information when dealing with Business Events Perth.

2.9 Transborder Data Flows

Business Events Perth will not transfer personal information outside of Australia unless;

- (a) Business Events Perth reasonably believes that the recipient of the information is subject to statute, binding scheme or contract which effectively upholds principles for the fair information handling that are substantially similar to these rules; or
- (b) the individual concerned consents to the transfer; or
- (c) the transfer is necessary for the performance of a contract between the individual concerned and Business Events Perth, or for the implementation of pre-contractual measures taken in respect to the individual's request; or
- (d) the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual concerned between Business Events Perth and a third party; or
- (e) the transfer is for the benefit of the individual concerned; and
 - (i) it is not practicable to obtain the consent of the subject of the information to the transfer; and
 - (ii) if it were practicable to obtain such consent, the subject of the information would give it; or
- (f) Business Events Perth has taken reasonable steps to ensure that the information which it has transferred will not be collected, held, used or disclosed by the recipient of the information inconsistently with these rules.

2.10 Sensitive Information

Business Events Perth will not collect personal information revealing racial or ethnic origin, political opinions or memberships, religious or philosophical beliefs, trade associations or union membership, or sexual preferences.

2.11 Procedure for complaints

If you believe that we have failed to comply with this Privacy Policy you may lodge a complaint with our Privacy Officer.

2.12 Our contact details

If you would like to find out more about our approach to privacy, please contact our Privacy Officer at +61 8 9218 2900.

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