

## COLLECTION OF PERSONAL INFORMATION – EU GENERAL DATA PROTECTION REGULATION

Please note that by registering for the Oceania Seating Symposium 2021 (OSS 2021) your personal information including email addresses and data is gathered for the OSS 2021, this is for the purpose of information for the event. The information gathered is held in a secure server within the Ivvy Events Software environment – for more information on Ivvy security please go to <https://www.ivvy.com.au/events/security>

The Symposium Organisers, Organising Committee and Ivvy Event software employees have direct access to your data once it is collected. This is for the purpose of organising the Symposium.

### Use of your data

Please note that your data may be forwarded to the OSS 2021 Sponsors and Exhibitors for marketing, educational and promotional purposes.

Your data will also be used to populate a general delegates list that may be printed or displayed on a website. The information contained in the general list will exclude any direct contact details.

Your data will also be shared with the organisations and third parties as below:

- Ivvy, the cloud computing platform the events database is hosted from.
- DPS, our authorised ecommerce provider.
- Caterers. Where you have indicated a dietary restriction this will be provided to any catering company contracted for the event.
- Sponsors. Please note, in a separate privacy section of the registration form, you can opt in or out of your information being shared with sponsors.
- AV Company that receives Speaker presentations.
- Travel agencies and suppliers that assist with flight or ground transport bookings.
- Website developer
- Online platform provider
- Collateral designer and printer e.g. Printed handbooks, programs
- The OSS 2021 Organisers

As part of the registration process, you will be asked to state your preferred data collection policy, the options are:

1. ***I agree to share my data with all parties including sponsors and exhibitors – this means all data you provide will be shared with those organisations and third parties listed in this policy, as well as sponsors and exhibitors and on a delegate list.***
2. ***I agree to share my data with all parties to enable my attendance at the symposium - excluding sponsors and exhibitors - this means all data you provide will be shared with those organisations and third parties listed in this policy, but will exclude sponsors and exhibitors and the delegate list.***
3. ***I agree to share my data with all parties to enable my attendance at the symposium and then want it deleted - this means all data you provide will be shared with those organisations and third parties listed in this policy, but will exclude sponsors and exhibitors and the delegate list. At the conclusion of the symposium your data will be deleted and a code applied for financial purposes.***

### Opting out

If, at anytime, you DO NOT wish your information to be shared in this way, please notify the Symposium organisers ([Lu@cmnzl.co.nz](mailto:Lu@cmnzl.co.nz)) to have your information withheld. If you choose to do this, your information will not be shared with any other parties (except those listed above).