

AUT Events

AUT Events – Privacy Protocol

This Privacy Protocol document outlines how AUT Events (“we”, “us” and “our”) deals with your personal information, and how we protect your privacy.

We deal with your personal information in accordance with the New Zealand Privacy Act 2020 (<https://www.privacy.org.nz/privacy-act-2020/privacy-act-2020/>) and the Auckland University of Technology (AUT) Privacy Policy (<https://www.aut.ac.nz/privacy>). Both govern our collection, use and disclosure of your personal information. The AUT Events’ Privacy Protocol (this document) supports and follows both of the above, while also applying to any specific work undertaken by AUT Events.

Your privacy is important to us and we are committed to protecting your privacy when you visit our website or contact or engage with us in any way.

Your Personal Information

We collect information about you and your interactions with us. If you access our services, complete an enquiry form, register for conferences and/or events we manage or visit our website, we will collect and store personal information from you. If you are providing information that is not your own (i.e. registering on behalf of someone), we assume you have that person’s permission to do so. We will use this information in one or more of the following ways:

- To build an account profile in our event management software
- To best reply to your event, conference, catering, website, registration or abstract enquiry
- To ensure we have accurate information about you if attending an event or conference we are managing to fulfil our event/conference management obligations
- To promote our services

The information we collect includes but is not limited to:

- Your name, address, phone number, email address, billing information
- Information you provide us in the registration process including emergency contacts
- Communication preferences and interactions with us
- Any correspondence with AUT Events
- Website activity
- Your still or moving image
- Any other information you choose to provide to us

If you connect to an AUT provided WiFi or hard-wired internet connection, AUT’s general privacy policy applies. This can be found here - <https://www.aut.ac.nz/privacy>.

In some cases, if the personal information we request is not provided, it might adversely impact our ability to supply the relevant service or fulfil our event/conference management obligations to you.

In instances where a photographer/videographer is present, or we are running a live streamed event, we will have signage informing you of this and announce at the commencement of the event. We will also inform you of the purpose behind the collection/distribution of these images/footage.

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Disclosing your personal information

We may disclose your personal information within the AUT Events team or to third parties within New Zealand that we engage with to assist in delivering our services to you. Such information is shared for the purpose of that activity only under strict confidentiality rules. Information may also be shared with other entities in the AUT network, the business and/or events sector in New Zealand or relevant international bodies. Where information is shared outside of New Zealand, recipients of that information will first have to agree to and complete the below model contract clause.

<https://privacy.org.nz/responsibilities/disclosing-personal-information-outside-new-zealand/model-clause-agreement-builder>

Storage of your personal information

Where needed, we use third-party event planning software to fulfil our event/conference management obligations to you, which store and/or process your data. Those individual software privacy statements can be found below. If we collect handwritten information from you, that will be kept in a locked storage facility/storage device, accessible to only those who have a legitimate need to it.

<https://ungerboeck.com/privacy-policy>

<https://www.exordo.com/legal/data-protection-and-privacy-policy>

<https://whova.com/privacy/>

<https://vimeo.com/privacy>

<https://zoom.us/privacy> and <https://zoom.us/en-us/trust/privacy.html>

<https://socio.events/privacypolicy>

<https://sec.windcave.com/pxmi3/privacy-policy>

Where needed, we also store your data on our local drives. Access to data on these drives are restricted to the AUT Events team and cannot be accessed outside of that.

To determine the appropriate retention period of your information, we consider the nature, sensitivity, appropriate legal obligations, the potential risk of harm from unauthorised disclosure, the purposes for which we process your information and whether these purposes can be achieved through alternative means.

The Public Records Act 2005 requires us to retain “protected records” indefinitely. In some circumstances, your personal information may be included within a protected record.

Your information can be deleted earlier on your request by contacting us via either events@aut.ac.nz or +64 9 921 9676, however in some cases, this might adversely impact our ability to supply the relevant service to you. Alternatively, you can opt out by using the function in any electronic marketing communication or survey material sent from us.

AUT Events

Cookies

Cookies are small information files that are sent to your website browser which may then be stored on your computer. We may use cookies to provide you with information in relation to our services, and to improve our services so that we can give you a more personalised experience when using our website or online enquiry forms.

We will ask you to consent to our use of cookies when you first visit our website or online enquiry form. You do not have to accept cookies and you can set up your browser to notify you when you receive cookies. This will give you the opportunity to decide whether or not to accept the cookies. If you choose to disable cookies, you may not be able to access certain features of our website or online enquiry form.

Your Rights

You have the right to view and update the personal information we hold about you and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or have it corrected, please contact us at:

events@aut.ac.nz or +64 9 921 9676

Our physical contact address is:

AUT Events
Level 15, WO Building
56 Wakefield St
Auckland, 1010
NEW ZEALAND

By using the AUT Events website, completing an enquiry form, registering for a conference or event, or by providing us with your information, you agree to this privacy protocol.

We may modify or amend this protocol from time to time. When updated, the version date will appear at the bottom of this document as well as a brief summary of the updates made.

(Updated: 14.09.2021.)

Key summary updates since previous version:

- Protocol creation (14.09.2021)