

# Canberra CareersXpo 9<sup>th</sup> and 10<sup>th</sup> August 2023– Privacy Policy

## INTRODUCTION

In this Policy, **Canberra CareersXpo (“Organiser”)**, **we**, **our** or **us** is a reference to Canberra CareersXpo Pty Ltd ABN 80 658 348 782.

**Personal information** is any information about a person where their identity is apparent, or can reasonably be ascertained, and includes Sensitive Information.

## WHAT THIS POLICY IS ABOUT

This Policy explains the key measures we have taken to implement the requirements of the *Privacy Act 1988 (Act)*, the Australian Privacy Principles and where applicable, other data protection laws. This Privacy Policy outlines the Personal Information collection practices utilised by Canberra CareersXpo, how that information is collected, used and disclosed and your rights in relation to your Personal Information.

This Policy covers Personal Information collected directly from individuals who access and/or use our website [www.careersxpo.com.au](http://www.careersxpo.com.au) or attend events organised by us and third-party exhibitors who attend and present at our events.

We endorse fair information handling practices and uses of information in compliance with our obligations under the privacy laws in force in Australia from time to time. Any information provided, including identification of individuals, will be used only for the purpose/s intended and where the intention includes confidentiality, information will be treated as such unless otherwise required by law.

This Policy represents the default position that the Canberra CareersXpo will take in its treatment of Personal Information. Canberra CareersXpo will treat all Personal Information in a manner consistent with this Policy unless you have provided your express consent otherwise.

If there is any inconsistency between the Act and this Policy, this Policy shall be read and interpreted to comply with the Act.

## COLLECTION OF PERSONAL INFORMATION

Canberra CareersXpo collects the following Personal Information about you, which you provide to us when you register to attend an event organised by us or complete an exhibitor booking form which may include the following:

- your name;
- your email address,
- your postal address;
- your phone number(s); and
- your organisation.

Personal Information will be typically collected:

- when you contact us through our website;
- when you complete an online booking form through our website;
- during phone calls or other communications between you and us; and
- when you contact or communicate with us by any other means.

Our website automatically collects anonymous usage data about visitors by using the click data method. Our event does not include any personally identifying information and we do not collect or track visitors to our web site using 'Cookies'.

Please note that our website may contain links to other websites which are not hosted or operated by Canberra CareersXpo. Canberra CareersXpo is not responsible for the privacy policies of such other websites, and you should independently review the privacy policies on such websites.

### **EVENTBRITE, MAILCHIMP and EWAY**

We use Eventbrite ([www.eventbrite.com](http://www.eventbrite.com)) for ticketing services required for the events organised by us and MailChimp ([www.mailchimp.com](http://www.mailchimp.com)) to manage all Newsletters sent by us. When you register to attend one of our events, Eventbrite may collect the Personal Information outlined in "Collection of Personal Information" above and share such Personal Information with us. All data collected, disclosed and stored by Eventbrite and MailChimp is governed by each company's privacy policy, the Privacy Act and any other relevant law.

We do not collect or have access to credit card or debit card details that are used by you when registering to attend an event organised by us or details of any payments that are made into our bank account via electronic funds transfer. All credit card payments are processed through a secure third party, eWay ([www.eway.com.au](http://www.eway.com.au)).

### **USE OF PERSONAL INFORMATION**

Canberra CareersXpo uses Personal Information in the following ways:

- to assist us in providing you with updates about our events and exhibitors; and
- for our own internal administration purposes.

We may also use Personal Information we collect for related purposes such as:

- to record information about your usage and preferences in relation to our event;
- feedback provided by you;
- to perform statistical analyses of user behaviour;
- to optimise marketing activities, user experience, and content;
- any other use for which we obtain permission from you.

As a user of the Website and upon registration to attend or exhibit at the Canberra CareersXpo, you may receive monthly email updates concerning the event you have registered to attend or exhibit at, other email updates as required, along with newsletters and any noteworthy changes to the Website.

We do not pass on any Personal Information to third parties except in accordance with this Policy.

### **DISCLOSURE OF PERSONAL INFORMATION**

Other than disclosure to service providers (explained below) or as required by law (for example, disclosure to Government departments or to Courts), our policy is that we do not give Personal Information to other organisations unless we have disclosed the use in this Policy, or you have expressly consented for us to do so.

The parties we may share Personal Information with are employees, subcontractors, suppliers, third party exhibitors and affiliates of the Canberra CareersXpo on a need-to-know basis. Access to Personal Information will be revoked within a reasonable timeframe of access no longer being required.

When we share information with other organisations and service providers as set out above, we do so in accordance with this Policy. To the extent that these organisations and service providers gain access to Personal Information, their use is governed by their own privacy policies, the Act and any other relevant law.

If the Canberra CareersXpo is sold or merged with another entity, the data, including your Personal Information, may be transferred to the purchasing entity, which would be bound to comply with the Act in relation to the access, storage and use of your Personal Information. Your Personal Information would not be disclosed to a buyer in either circumstance, other than as a part of the transfer of all data related to the Website to that buyer.

## CONFIDENTIALITY AND DATA SECURITY

We take all reasonable steps to manage data stored by us to ensure data security and to prevent the loss, misuse or alteration of Personal Information. Notwithstanding the above, Canberra CareersXpo is not responsible for any third-party access to Personal Information as a result of:

- interception while it is in transit over the internet;
- an unpatched vulnerability or a zero-day vulnerability;
- an attack within 48 hours of a vendor releasing a patch or update; or
- spyware or viruses on the device (such as a computer or phone) from which you access our website or otherwise contact us.

Canberra CareersXpo is also not responsible for any losses, expenses, damages and costs, including legal fees, resulting from such third-party access.

If we have reasonable grounds to believe that your Personal Information that we hold may be subject to unauthorised access or disclosure (**eligible data breach**), we will investigate and assess the suspected eligible data breach to determine whether the eligible data breach is likely to result in serious harm to you (**Notifiable Data Breach**). If a Notifiable Data Breach occurs, then we will notify you and the Australian Information Commissioner as soon as practicable after we become aware of the Notifiable Data Breach in accordance with our obligations under the Act. We will comply in every way with our obligations under Part IIIC – “notification of eligible data breaches” of the Act.

## RETENTION AND DISPOSAL OF PERSONAL INFORMATION

We will retain Personal Information for as long as is required for us to fulfil the purposes for which the Personal Information was collected, including where applicable to provide you with information concerning our events and to comply with legal requirements.

If we no longer require Personal Information for any purpose, including legal purposes, we will take reasonable steps to securely destroy or permanently de-identify the Personal Information.

## ACCESS TO PERSONAL INFORMATION

You can request access to the Personal Information held about you at any time by contacting our Privacy Officer (refer Contact Information section below).

Despite anything contained in this Policy to the contrary, if the *Freedom of Information Act 1982* applies to a person on whose behalf we hold Personal Information, the access and correction requirements in the Act operate alongside and do not replace other informal or legal procedures by which an individual can be provided access to, or correction of, their Personal Information.

## **CHANGING OR DELETING PERSONAL INFORMATION**

We will take reasonable steps to ensure that Personal Information is accurate, complete, and up to date at the time of collecting the Personal Information from you, using or disclosing the Personal Information, or during other interactions with you.

If you believe that any Personal Information we hold about you is inaccurate, incomplete, or out-of-date, you may contact our Privacy Officer (refer Contact Information section below).

We will do our best to correct any Personal Information that is inaccurate, incomplete, or out-of-date or dispose of it in accordance with this Policy.

## **CONTACT INFORMATION AND CHANGES TO PRIVACY POLICY**

If you have any further queries relating to Canberra CareersXpo Privacy Policy, please contact our Privacy Officer. If the Canberra CareersXpo becomes aware of any ongoing concerns or problems with your Personal Information, we will take these issues seriously and work to address these concerns.

If you have a complaint in relation to the way your Personal Information has been handled by Canberra CareersXpo, the complaint should be made in writing to our Privacy Officer in the first instance. Canberra CareersXpo will investigate the complaint and prepare a response to you in writing within a reasonable period of time.

Our Privacy Officer can be contacted by:

Phone: 0408 492 405

Email: [admin@careersxpo.com.au](mailto:admin@careersxpo.com.au)

From time to time, our policies will be reviewed and may be revised. Canberra CareersXpo reserves the right to change this Policy at any time.