

## Collection Notification Statement – Events and Functions

EMMANUEL COLLEGE WITHIN THE UNIVERSITY OF QUEENSLAND (ABN 84 505 051 645) and its Related Entities (**Emmanuel College, we, us, our**) are committed to protecting the privacy of individuals and their personal information and complies with the *Privacy Act 1988* (Cth) (**Privacy Act**).

Please read this notice carefully as it will have important consequences for you in relation to the collection, use and disclosure of your personal information you provide to Emmanuel College.

You understand that:

1. Emmanuel College is the party who is collecting your personal information and can be contacted at [enquiries@emmanuel.uq.edu.au](mailto:enquiries@emmanuel.uq.edu.au) or alternatively you can write to us at Emmanuel College within the University of Queensland, Sir William MacGregor Drive, St Lucia, QLD 4067.
2. We collect your personal information directly from you and sometimes we may also need to collect personal information from third party suppliers or other companies who may be involved in the services provided by Emmanuel College.
3. The purposes of us collecting your personal information includes but is not limited to:
  - (a) recording your attendance at a conference or event (and arranging related bookings and accommodation);
  - (b) if you are a presenter, identifying your academic qualifications and / or work experience to determine your eligibility to present;
  - (c) assisting with the organisation and running of an event, function, seminar or presentation and connection between presenters and attendees;
  - (d) providing you with information about our event spaces for hire;
  - (e) providing you with marketing materials concerning upcoming events we think may be of interest to you;
  - (f) processing any payments in connection with your attendance at or presentation at any event, function, seminar or presentation;
  - (g) ensuring your safety when on our premises and verify any instances of breach of our rules, the applicable law or complaints by way of video recording and image capture,and you acknowledge and agree to your personal information being collected and used for, and in connection with, these purposes and any other purpose in our Privacy Policy.
4. In some instances we may collect personal information from you which is unsolicited. To the extent reasonable, we will delete or de-identify any unsolicited personal information. However, due to the nature of our IT system, if you use Emmanuel College's IT system to send or receive personal emails we will be unable to remove any personal information which is backed up and stored on our servers. You acknowledge and you agree to your personal information being collected and stored by Emmanuel College.
5. If we do not collect this personal information in connection with the purposes in paragraph 3, then:
  - (a) we may not be able to assist you with your event (or enquiry in relation to an event);
  - (b) your attendance at an event, function, seminar or presentation; or
  - (c) permit your presentation at any of these if we are unable to determine your eligibility to do so.
6. Your personal information being disclosed to the following classes of people and organisations in connection with the purposes in paragraph 3:
  - (a) Emmanuel College, its personnel and related entities;
  - (b) your financial institution and our financial institution;
  - (c) third party service providers (such as event co-ordination and hire, IT suppliers); and
  - (d) third parties who assist us with the marketing process and any other organisation set out in our Privacy Policy.
7. Some of the third party service providers that we use store and transfer your personal information outside of Australia. You **consent** to your information being disclosed to a destination outside Australia for the purposes outlined in paragraph 3 in connection with your employment or engagement, including but not limited to the United States, Singapore, India, the Philippines, New Zealand, Ireland, Belgium, Netherlands, Finland, Japan, South Africa, the European Union and Taiwan and you understand and acknowledge that Australian Privacy Principle 8.1 will not apply to such disclosures of your personal information.
8. Our Privacy Policy sets out how you can access and correct any of your personal information and how you can make a complaint if we have not complied with the Privacy Act when handling your personal information. Our Privacy Policy is available [HERE](#) or you can otherwise be provided with a copy by requesting a copy from Emmanuel College.

By continuing with your enquiry, you indicate that you have read this collection notification statement and acknowledge that your personal information will be collected, used and disclosed in accordance with this collection notice or as otherwise detailed in our Privacy Policy, and to the extent necessary you give your **voluntary express consent** to us collecting, using, storing, disclosing and disposing of your personal information in this manner.