



## **Early Childhood Australia (ECA) – Conference and Events Data Collection & Privacy Policy**

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### **Personal Information**

‘Personal information’ is personally identifiable information such as an attendee’s name, address, email or phone number, and may include information about registrations, dietary requirements, accessibility needs and billing records.

Publicly available information, such as a public directory listing of name, address, and telephone number, is not considered personal information. Personal information is collected by ECA only when attendees specifically and knowingly choose to provide it, such as when registering for an event.

ECA does not collect sensitive information such as race, religion, beliefs or sexual preference unless voluntarily provided by the attendee for a specific purpose (for example, dietary requirements or accessibility support).

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### **Information Gathered via Event Registration**

Attendees can browse ECA event information online without providing personal information. Personal information is only collected when an attendee voluntarily registers for an event, submits a proposal or abstract, signs up for event communications, or purchases event-related products or services.

When registering for an event, you may be asked to provide your name, contact details, organisation, position, dietary requirements, accessibility needs and other information relevant to event participation.

Payment information, such as credit card or other payment details, may be collected to process event registrations and accommodation bookings. ECA does not store your full credit card details on its systems, and all payments are processed via secure, PCI-DSS compliant third-party payment providers.

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## **What We Do with Your Information**

ECA will endeavour to inform you how your personal information will be used before it is collected. We will ask for your consent if we intend to use your information for any purpose other than the one for which it was provided.

ECA collects and uses personal information primarily for the purposes of:

1. administering event registration, participation and related services; and
2. communicating relevant information in line with ECA's mandate, including updates, schedules and resources.

Personal information may also be used to communicate with attendees about related ECA publications, services or future events. ECA will not sell, lease or trade personal information to third parties.

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## **Information Sharing**

To provide the services requested, ECA may share your information with:

- other parts of ECA, such as state/territory committees
- venues, accommodation providers, AV companies and caterers directly involved in event delivery
- events sponsors and approved exhibitors
- other third-party service providers essential to event delivery

All such third parties are required to handle personal information in accordance with ECA's privacy policies.

Information may also be used for customer satisfaction surveys or market research related to events.

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## **Event Apps, Badge Scanning & Attendee Lists**

ECA may use event apps or digital platforms to facilitate networking, agendas, and messaging. Attendees' names, organisations, roles and contact details may be visible to other participants if consent is provided during registration.

Badges may include QR codes or NFC for event-management purposes. Badge scans capture attendee name, organisation, role and contact information for authorised event staff, sponsors and exhibitors, only if consented to.

Attendees may opt out of sharing details via apps or badge scanning by selecting the opt-out option during app set-up.

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### **Anonymous or Non-Personal Information**

Anonymous or non-personal information collected during event registration or website visits may be used for technical, research and analytical purposes. This may include tracking website usage, event-app activity or surveys.

Technologies such as cookies may be used to improve event registration, provide content and enhance user experience. Users can choose to disable cookies via their browser settings, though some website features may be limited as a result.

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### **Technical Details**

ECA uses secure methods to record personal information and maintain its quality. Event registration systems may log statistical information, including:

- user server address
- top-level domain (e.g., .com, .gov, .au)
- date and time of access
- pages accessed
- type of browser used.

No attempt will be made to identify users or their browsing activities except if required by law.

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### **Enquiries**

You may withdraw consent for the use of your personal data at any time; however, please note that withdrawing consent before an event takes place will result in full event cancellation, including any applicable cancellation fees as outlined in our Terms and Conditions.

For questions, concerns, or withdrawal of consent please contact Early Childhood Australia directly on (02) 6242 1800 or by emailing [customerservice@earlychildhood.org.au](mailto:customerservice@earlychildhood.org.au).