



a healthier world through
sonographer expertise

ASA2022 Melbourne Annual Conference | Data Processing Consent Policy

What data do we collect?

During the registration process we request the following personal data:

- Name
- Organisation
- Job position
- Phone numbers
- Email address
- Postal address
- Billing address

Why we ask for your consent

We are committed to protecting the privacy of all personal data you provide us for this event. The following statements describe what we are doing with your data and how long we store it. This ensures you are fully informed prior to you submitting your personal information for the event.

Data Controller Contact

Organisation Name: Australasian Sonographers Association

Phone: +61 3 9552 0000

Email: asa.conference@sonographers.org

Nominated Data Protection Officer

Name and title: GM, Finance & Operations

Phone: +61 3 9552 0000

Email: asa.conference@sonographers.org

Why are we processing your personal data?

We ask for your personal data to facilitate your participation in this event. Your data will be used solely for this event and under no circumstances be sold or used for other purposes.

Logistical third parties that may have access to your personal data

Your data may be shared with other logistical organisations and third parties in order to deliver this event. Only data relevant to their specific role will be made available to them. The third parties may include:

Organisations / Third Parties	Their role in delivering the event	Determination if data will be shared
Datto Workplace	Cloud computing platform the events database is hosted from	All participants that are in the event database
Centium Software	Events database developers	All participants that are in the event database
SmartEvent	Events database continuity server hosts	All participants that are in the event database
Payment Express	Authorised ecommerce provider	All participants that pay via credit card (credit card details are encrypted)
Caterers	Venue caterers for this event	All participants that indicate a dietary restriction
AV company	Manages all AV requirements for the event	All participants that are speaking/ presenting at the event
Travel and transport agencies	Arranges participant transport to and from the event	All participants that have all or some of their travel and transport organised for them by ASA
Printers	Creates and updates printed material	All participants that are presenting/ speaking at the event who therefore have their details listed in the printed programme and/or mini programme
Abstract publisher (Wiley)	Creates and updates printed and/or online abstract supplement	All participants that have abstracts accepted into the event programme
Digital event platform provider	Provide event content to participants post the actual event	All participants that are speaking/ presenting at the event
Event organising and programme committees	Work with The Conference Company to deliver all aspects of the event	All participants that are in the event database
Australasian Sonographers Association	The host entity that contracts The Conference Company to deliver the event	All participants that are in the event database

Other third parties that may have access to your personal data

In a separate section of the online registration form, 'Privacy – List of Participants', you can choose whether to have your details included in the event List of Participants. If you opt in for this, your details will also be shared with:

- (a) Meeting delegates, sponsors and exhibitors
- (b) Organisers of future Australasian Sonographers Association events
- (c) Event participants who download the Event App

How long will we store your personal data?

Your personal data will be retained by us for up to 24 months after the conclusion of this event.

Personal data about your children

We ask for your children's personal data if they are attending this event with you.

The right to inquire about your personal data

You retain the right to ask us about your personal data at any time. Please contact us at asa.conference@sonographers.org with any enquiries you may have.

The right to withdraw your consent

You retain the right to withdraw consent to use your personal data at any time. Please be aware that a withdrawal of consent before the start of this event means we will have to remove your personal details from the event database. Unfortunately, this may preclude you from attending the event as we do need to store your personal details for multiple event related purposes. Please contact us at asa.conference@sonographers.org with any enquiries you may have.

The right to forget or anonymise your personal details

You retain the right to request that we forget or anonymise your personal data. If you have attended any event with us, we will retain any financial, tax or event attendance records for reporting reasons, but will remove all personal data from our database, leaving an anonymised record for reporting reasons.

If we have provided your personal data to third parties we will inform these third parties that you have requested your data be anonymised.