

Data Processing Consent

Totem Connections is committed to ensuring the privacy, security, and responsible handling of your personal data. In order to facilitate your event registration and associated travel arrangements, we kindly request your consent to collect, process, and store your personal information as outlined below.

Purpose of data collection and processing

Your personal data will be collected and processed solely for the purposes of:

- Managing your event registration
- Coordinating travel arrangements and accommodation bookings
- Communicating essential event and travel information
- Ensuring the smooth delivery of all services related to your participation

Data distribution

Your information will be shared with the following organisations and third parties for the purpose of managing your event registration and travel arrangements:

- Centium Software (EventsAIR event registration platform) operates on the Microsoft Azure Cloud.
- E-commerce payment gateways, when credit card payment is submitted during registration.
- Conference and event venues, where any dietary requirements or accessibility information you provide will be shared as necessary.
- Accommodation and travel suppliers, including airlines, hotels, and ground transport providers, to facilitate your bookings.
- The event host (our client), where required for event administration.
- Totem Connections, the organisation responsible for coordinating the event

Retention of data

Your personal data will be securely stored for up to 24 months after the conclusion of the event/travel program, after which it will be deleted or anonymised in accordance with our data retention policy.

The right to inquire about your personal data

You retain full control over your personal information. At any time, you are entitled to:

- Request access to the personal data we hold about you
- Withdraw your consent to data processing
- Request correction or deletion (anonymisation) of your personal data

Data protection officer

For any queries or requests relating to your personal data, please contact:

Becky Phu

Data Protection Officer

Phone: +61 3 8527 4050

Email: becky.phu@totemgroup.com.au

