

Terms and Conditions for the International Association of Women Judges Conference 2025

Registration Terms and Conditions

- Full payment for registration fees must be received prior to the International Association of Women Judges Conference 2025
- All prices are in United States dollars.
- Should you need to cancel your registration for any reason, you may reassign your registration to another person, before **March 15, 2025**; **\$ 55 USD will be charged in addition to the original registration fee.** Please notify the Conference Company via thandeka@confco.co.za of the replacement delegate's name and contact details.
- If you are unable to arrange a replacement, a refund less a cancellation fee of US\$150 will be made, providing notification is received prior to **March 15, 2025**.
- Cancellations made after **March 15, 2025**. are non-refundable.
- If, for reasons beyond the control of IAWJ, the Conference is cancelled, registration fees will be refunded after the deduction of expenses already incurred.
- The Privacy Act 2020 provides that, before your name and contact details can be published in a list of participants you must give your consent. If you select 'Yes, I do want my details to be included in the list of participants' on the registration form or by email, your details may be distributed to:
 - Conference delegates, sponsors and exhibitors (note that if consent is given to have your details included in the List of Participants, it is likely that sponsors may add you to their mailing lists and send promotional emails to you)
 - Organisers of future International Association of Women Judges events
- By registering for the Conference you are confirming consent for any video and photographs taken at the Conference, in which you may appear, to be used by the Association in promotion of the Conference.
- By registering for the Conference, you are consenting for your data to be captured and used as per the Data Processing Consent. If you have any queries or concerns regarding this please contact us at thandeka@confco.co.za

Participant Conduct

You will conduct yourself in a professional manner that is free from any form of discrimination, harassment, or retaliation.

You will treat all participants with respect and consideration to create a collegial, respectful, inclusive, and professional environment at the International Association of Women Judges **Conference 2025** in person.

Legal Claim

This agreement is subject to the law of the District of Columbia, USA. In the event of any legal claims arising from either party, the District of Columbia, USA shall be the sole **venue** of jurisdiction.

Program

The International Association of Women Judges reserve the right to modify the program, which is published as an indication only.

Data Processing Consent

What data do we collect?

During the registration process we request the following personal data (without limitation):

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.

By checking the "I agree with the data consent policy" box in the Data Processing Consent section of the form, you consent to your personal information being used, stored and disclosed in accordance with this Data Consent Policy.

Data Controller Contact

Organisation Name and Address: The Conference Company Ltd and The Conference

Email: thandeka@confco.co.za

Nominated Data Protection Officer

Name: Thandeka Ngubo

Email: thandeka@confco.co.za

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 possibly future events run by the host entity, and under no circumstances be sold or used for other purposes.

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 required to undertake their specific role will be made available to them. The third parties may include:

Organisations / 3 rd Parties	Their role in delivering the event	Determination if data will be shared
--	------------------------------------	---

Microsoft Azure	Cloud computing platform the events database is hosted from	All participants who are in the event database
Centium Software	Events database developers	All participants who are in the event database
SendGrid	Email broadcast software	All participants who are in the event database
Stripe	Authorised PCI Compliant ecommerce provider	All participants who pay via credit card (credit card details are encrypted)
Caterers	Venue caterers for this event	All participants who indicate a dietary restriction
AV company	Manages all AV requirements for the event	All participants who are speaking / presenting at the event
Travel and transport agencies	Arranges participant transport to and from the event	All participants who have all or some of their travel and transport organised for them by The Conference Company
Website developer	Creates and updates event website	All participants that are presenting/speaking at the event who therefore have their details listed in the programme
Printers	Creates and updates printed material	All participants who are presenting/speaking at the event and therefore have their details listed in the printed programme and/or mini programme
Abstract publisher	Creates and updates printed and/or online abstract supplement	All participants who have abstracts accepted into the event programme
App publisher	Creates and updates the event app	All participants who are in the event database (subject to obtaining participant consent).
Digital event platform provider	Provides event content to participants	All participants who are in the event database
Venue	Venue staff and providers for this event	All participants requiring specialty services
Media/Social Media	Publicise and Report on areas of interest to increase exposure of the event	All participants who contribute content
Event organising and programme committees	Work with The Conference Company to deliver all aspects of the event	All participants who are in the event database

International Association of Women Judges	The host entity that contracts The Conference Company to deliver the event	All participants who 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) Conference delegates, sponsors and exhibitors (note that if consent is given to have your details included in the List of Participants, it is likely that sponsors may add you to their mailing lists and send promotional emails to you)
- (b) Organisers of future International Association of Women Judges events.

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 in the Conference database. After this, your data will be stored only for purposes of communications regarding future events being organised by the host entity.

Personal data about your children

We ask for your children's personal data if they are attending this event with you. If you are under the age of 15, we will only collect your personal information if we obtain the consent of your parent or legal guardian.

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 thandeka@confco.co.za 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 thandeka@confco.co.za 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.

Data Breaches

In the case of data breaches identified by anyone other than the Data Protection Officer, the identifying party must inform the **Data Protection Officer** of the data breach immediately. Once aware of a data breach, the Data Protection Officer will immediately put measures in place cease and rectify the breach and will report the breach to the supervisory authority within the applicable country within 72 hrs (e.g. for South Africa the Regulator. The protection of data is governed in terms of the POPI Act No 4 of 2013).

Our Data Privacy Policy

The Conference Company has a detailed internal Data Privacy Policy that is reviewed and updated periodically. Staff are trained in the policy as part of their induction and are kept abreast of changes as they occur.

Register Safely

Warning - fraudulent websites and booking agencies

The conference industry is confronted with an increasing number of fraudulent websites that impersonate legitimate workshop websites and booking agencies that are not authorised to make bookings for conference participants.

The Conference Company Ltd wishes to advise IAWJ Conference participants to be aware of possible scams and urges all participants to only use the official IAWJ 2025 Conference participants' website.

Imitation sites and agencies invite Conference participants to supply their personal details including credit card information, in return for a promise to provide travel and accommodation. Please be aware that these unauthorised companies might not deliver what they promise, and in fact may not deliver anything to the workshop participant at all despite charging the credit card.

If you have any questions around the legitimacy of a supposed Conference website, or are contacted by any such agency, please don't hesitate to contact us at thandeka@confco.co.za.