

CSIRO Privacy Notice – Conference Registration and Communications

Your personal information is protected by the *Privacy Act 1988* (Cth) (Privacy Act). CSIRO will handle your information in accordance with this Act.

Your personal information, including your full name, organisation, position/title (optional), email address, dietary and accessibility requirements (if provided), event attendance selections (e.g. lab visits, conference dinner), and any other information you include in free text fields, is being collected for the purposes of registering you for the conference, organising and delivery the conference.

CSIRO may also collect your sensitive information, including health information contained in dietary and accessibility requirements (if you choose to provide them), for the purposes outlined above.

During the conference, CSIRO may collect images or video recordings of you, or audio recordings of your voice (from which sensitive information about you might be inferred) for the purposes outlined above, including media promotion of the project. If recordings or images will be used for promotional purposes, we will notify you at the event and provide ways to opt out where practicable.

CSIRO may disclose your personal information to third parties such as conference delivery partners and service providers including committee members of the Australasian Society of Aquatic Botany and Phycology (ASPAB), Knuckle Sandwich (caterer, for dietary requirements) and The Telegraph Hotel (conference dinner provider, for dietary requirements) for the purposes outlined above.

CSIRO does not intend to disclose your personal information overseas. However, some incidental overseas disclosure may occur where our third party service providers store data on servers located outside Australia. This conference uses Microsoft Forms, Microsoft Whiteboard, Miro and other survey platforms who are based in The United States (US).

By participating in the conference, you consent to the transfer of your personal information to servers located outside of Australia and you acknowledge that this information may not be subject to the requirements of the Privacy Act. If you have any concerns about this, you should not participate in the conference.

If you do not provide some of the personal information requested, we may be unable to process your registration, abstract submission, or accommodate requests (for example, dietary or accessibility requirements).

You can request to update or withdraw your registration at any time before the conference by contacting anacc@csiro.au. Unless requested, CSIRO will retain personal information collected for conference administration and record-keeping purposes. If you request that we delete your personal information, we will do so if permitted by and in accordance with any applicable laws (including the Privacy Act and the *Archives Act 1983* (Cth)).

For further information on how CSIRO handles your personal information and our access, correction and complaints process please read our privacy policy available on our website or by contacting us at privacy@csiro.au.

For information about how ASPAB, Knuckle Sandwich, and The Telegraph Hotel generally handle personal information, please refer to their privacy policies.

Consents

1. I agree to the collection, use and disclosure of my personal information, including health information contained in dietary and accessibility requirements (if you choose to provide them , in the ways described in the privacy statement above.
2. I agree to the possible transfer of my personal information, including my sensitive information, to ASPAB, Knuckle Sandwich, and The Telegraph Hotel servers based outside of Australia. I acknowledge that this information may not be subject to the requirements of the *Privacy Act 1988* (Cth).