

**MCI Australia Pty Ltd**  
**ABN 76 108 781 988**

**Collection of personal information and privacy**

**Introduction:** MCI respects privacy. This notice is provided because MCI proposes to collect, or has collected personal information about you.

**Identity and contact details of MCI:** Personal information is collected by MCI Australia Pty Limited (ABN 76 108 781 988). MCI can be contacted by the following means:

Phone: +61 7 3858 5400 – ask for the Privacy Officer

Fax: +61 7 3858 5499 – address your fax to the Privacy Officer

Email: [australia@mci-group.com](mailto:australia@mci-group.com) - address your email to the Privacy Officer

Postal Address: The Privacy Officer, MCI Australia Pty Limited, Level 11, 87 Wickham Terrace, Spring Hill, Queensland, 4000, Australia.

**Are there laws that require us to collect personal information?** No, but we cannot manage our work unless we do so. Also, for insurance, legal and tax purposes we need to retain the information on our files after completion of our work.

**Purposes of collection of personal information:** We collect personal information so that we can provide professional conference and event management services for our clients and the various participants and stakeholders in the conferences and events we manage for them. We usually collect names, addresses, phone numbers and email details for contact and identification purposes.

If you are attending a conference or other event, we collect your personal information so that we can properly register you for the conference/event and arrange for the various services to be provided to you, such as venues, accommodation, food and beverage suppliers whom we (or our client) engage for the purposes of the conference/event.

We will also use the information to advise you of services we provide and of conferences and events that we think you may be interested in.

If you are a supplier of goods or services for the conferences/events that we manage, we collect your name and contact details so that we can manage our commercial relationship with you.

We will usually collect personal information of our clients direct from our clients. If you are a conference/event delegate, we will usually collect information direct from you, but in some cases we may collect it from our client (the conference or event host).

If you are supplying us with personal information of a colleague, we ask that you provide a copy of this collection statement to that person.

**Consequences if we are unable to collect the personal information we seek:** If we are unable to collect the personal information we ask for, the likely consequences are that we may not be able to provide our services at all - or if we do, they may be diminished in quality.

**Disclosure of personal information to others:** Generally, we will only disclose personal information we have collected to others where it would reasonably be expected by the individual or where required by law.

If you are attending a conference/event that we are managing, we will only disclose that information that is necessary for us to provide our services and for contracted suppliers to provide goods and services in connection with the conference/event.

For example, we may disclose your information to:

- the conference/event venue;
- food and beverage suppliers;

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- suppliers of accommodation;
- suppliers of tours and other travel services (related to or in the context of the conference/event) that you have told us that you may wish to participate in; or
- conference/event sponsors.

In some cases we may need to pass on "sensitive information", such as information about (or that implies) your health, philosophical, religious or ethnic background, where this is necessary to arrange the supply of culturally sensitive goods or services to you. For example, we may need to advise a venue if you have special dietary requirements that may be based on religious or philosophical beliefs.

Please note that, in addition to the engagement of or collaboration with the suppliers of goods and services for the conference/event, MCI may from time to time outsource management of certain functions, such as:

- our website, the conference/event website and other information technology, including our data-base of contacts and clients; and
- marketing.

In such cases the external service provider may have access to your personal information. In such cases it is our policy to include, where commercially possible, provisions in the contract with the service provider that obliges the service provider to comply with our privacy policy and to comply with the *Privacy Act* and the Australian Privacy Principles.

Finally, we may also disclose your personal information to:

- our professional advisers, such as our lawyers in any case where we need to seek advice; or
- to a purchaser of our business or part of our business.

Other than in the context of a sale of our business or part of our business, we will not sell your personal information to third parties.

**Your access rights to your personal information:** Under the *Privacy Act* you have some rights of access to the personal information we hold about you, and the right to have it corrected if required. The right of access is qualified because there are some circumstances in which we can withhold some or all of the information we hold. See below for details on how you can request access.

**Our privacy policy:** Our privacy policy can be found on our website at [www.mci-group.com/australia.aspx](http://www.mci-group.com/australia.aspx), and you can request a hard copy from us at any time by contacting us as noted above. Our privacy policy contains details of how you can:

- gain access to the personal information held by us and how you can seek correction of the information; and
- complain about a breach of the Australian Privacy Principles (APPs) and how we will deal with such a complaint.

**Overseas disclosure of personal information:** If the conference or event is taking place in a foreign country, we may need to disclose your personal information to recipients in that country. The countries in which this might occur cannot be anticipated here – it will depend on where the conference/event is being planned.