
PRIVACY POLICY

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BACKGROUND

- A The purpose of this Privacy Policy is to make clear how Hancock Events International Pty Limited (ACN 093 840 594) trading as Directors Conference & Incentive Management (“**Owner**”) gathers, keeps, uses and discloses personal information provided by you.
- B This Privacy Policy also indicates how this information is put to use, updated and provided to other parties who are permitted to access it.
- C By using this site and any associated or linked sites (“**Site**”) or by accepting the products or services offered by the Owner you acknowledge that you had sufficient chance to read and understand this Privacy Policy and you agree to be bound by its terms. If you do not agree to the terms of this Privacy Policy, please do not use the Site.

OPERATIVE PROVISIONS

1 PERSONAL INFORMATION

- 1.1 All information provided by you will be treated in accordance with the requirements of the *Privacy Act 1988 (Cth)* and regulations under that Act (and in particular the Australian Privacy Principles established under that Act).
- 1.2 The Owner is required to collect certain information (including the name, date and place of birth, address, contact details, passport information, information about the relevant accounts, banking and credit card details and other relevant information) (“**Personal Information**”) for the purpose of providing and managing its products and services.
- 1.3 You are required to provide the Owner with the Personal Information when you:
- 1.3.1 access or use the Site;
 - 1.3.2 submit any application form through the Site;
 - 1.3.3 enquire about, apply for, or purchase, a product or service offered by the Owner or with the Owner’s assistance;
 - 1.3.4 enquire about, or purchase, any material, document or other content from, or by using, the Site or otherwise offered by the Owner (“**Material**”); or
 - 1.3.5 request the Owner to reply to any query or provide any other information.
- 1.4 You acknowledge and agree that the provision of the Personal Information by you for the purposes referred to in clauses 1.2 and 1.3 is of vital importance to the Owner’s ability to provide its products and services to you or on your request.
- 1.5 You acknowledge that it is illegal to make misrepresentations or provide misleading or deceptive information. The Owner has a right to make enquiries regarding its customers’ identity or any other details for the purposes contemplated by the law, including *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)*.
- 1.6 While the Owner collects the Personal Information from you and other users, it has no intention of collecting “sensitive information” (as defined under the *Privacy Act 1988 (Cth)*), being the information or opinions about health, political affiliations, sexual preferences, religious beliefs, racial or ethnic origin or similar information.
- 1.7 If you provide the Owner with the Personal Information about another person or entity, you agree to:

1.7.1 obtain consent from the relevant party to the provision of such information and to the Owner's proposed use of that information in accordance with this Privacy Policy; and

1.7.2 notify the relevant person or entity about their ability to access this information.

1.8 You consent to the Owner verifying the information that you have provided about another person or entity directly with the relevant party.

2 CHANGES TO PERSONAL INFORMATION

2.1 If you do not provide all information the Owner requests or provide incomplete or inaccurate information, the Owner may not be able to provide a product or service, or supply the Material, to you. You agree to immediately notify the Owner of any changes to the Personal Information previously provided by you.

2.2 You can request the Owner to modify the Personal Information that has changed or is otherwise inaccurate.

2.3 If the Owner disagrees with you regarding the accuracy or completeness of any information provided by you, the Owner will use its reasonable endeavours to provide a justification for its decision.

3 STATISTICS AND COOKIES

3.1 The Owner gathers statistical details about the users of the Site, including the number of visitors, the pages they view, the types of transactions that take place, the amount of time they spend on the Site and the types of documents they download. All these details are used to assess and enhance the functioning of the Site. Apart from these details, the Owner does not gather any other information about its customers or visitors of the Site if they do not give that information to the Owner.

3.2 You acknowledge that the Site uses "cookies" to gather statistical data referred to in clause 3.1, which comprise an identification number or code that is sent to your search engine from the Site system and is kept on the hard drive of your computer. Every webpage has its specific cookies to send to different search engines, but only if a search engines allow cookies. Nevertheless, in order to preserve your privacy, your search engine only enables a website to have access to the cookies that are stored on your computer.

3.3 The majority of search engines enable cookies. However, you have a chance to modify the search engine's settings to deny access of cookies or to receive a notification every time your computer gets a cookie and you can decide whether you wish to accept it. You also have a chance to delete all the cookies that have been sent to your computer.

4 SECURITY

4.1 You must have a secure browser supporting secure transmission of data across the Internet.

4.2 The Owner exercises great care in providing secure transmission of information from your computer to its servers. The Owner uses a variety of security measures to maintain the safety of the Personal Information. Personal Information supplied by you through the Site is transmitted via Secure Socket Layer (SSL) technology. Personal Information collected on the Site is stored in a password protected environment that is not available to the public.

4.3 Despite the provisions of clause 4.2, you acknowledge that transmissions made on or through the Internet are vulnerable to attack and cannot guaranteed to be secure.

- 4.4 Subject to other terms and conditions of this Privacy Policy, the Owner will store the Personal Information on secure servers, storage facilities and files and will take the necessary measures to protect the Personal Information from loss, misuse, unauthorised modification, illegal access or unauthorised disclosure.
- 4.5 The Owner may from time to time transfer the Personal Information or any other information outside Australia in accordance with the *Privacy Act 1988 (Cth)* to the countries with privacy laws that do not provide the same level of protection as Australia's privacy laws. For example, the Owner may transfer the Personal Information to the Asia-Pacific region, Africa, Europe, North America (including the United States of America) or South America. Additionally, the Owner may also use cloud storage and electronic servers that are located overseas.
- 4.6 By providing the Owner with the Personal Information or any other information, you consent to the Owner disclosing that information to overseas recipients on the basis that, whenever permitted by law, the Owner is not required to take reasonable steps to ensure that any overseas recipient complies with Australia's privacy laws and regulations.

5 DISCLOSURE OF INFORMATION

- 5.1 For the purpose of providing its products and services and supply the Material to you and developing, reviewing and maintaining the Owner's systems, procedures and facilities the Owner reserves the right to disclose the Personal Information provided by you to its directors, officers, employees, contractors, consultants, advisers, agents and the Owner's associated entities responsible for the provision of the relevant product or service (on a confidential basis).
- 5.2 You acknowledge and agree that for the purpose of the provision of products and services, or the supply of the Material, to you the Personal Information provided by you may be disclosed to:
- 5.2.1 any third party responsible for the provision of the relevant product or service; and
 - 5.2.2 third party agencies providing various supporting services, including verification of identification or mailing services.
- 5.3 The Owner may disclose the Personal Information to any government, semi-government or statutory authority or any other person as may be required to comply with any laws, regulations, notices or orders.
- 5.4 The Owner may disclose the Personal Information provided by you to any other third party, but only with your consent. You can withdraw your consent for this disclosure by a written notice to the Owner.
- 5.5 Subject to other terms and conditions of this Privacy Policy, the Owner will not:
- 5.5.1 disclose (either by selling or otherwise) the Personal Information to a third party; or
 - 5.5.2 use the Personal Information to send you spam emails.

6 YOUR ACCESS TO INFORMATION

- 6.1 Subject to clause 6.2, on your request, the Owner will provide you with access to the Personal Information supplied by you within a reasonable time after your request at no charge to you.
- 6.2 Provided that the Owner gives a reason for its decision, the Owner may refuse to provide you with access to your Personal Information if:
- 6.2.1 accessing such information may put a person's life or health at risk;
 - 6.2.2 accessing such information can have an undue effect on another person's privacy;
 - 6.2.3 you make a vexatious or frivolous access request;
 - 6.2.4 accessing such information is against the law;
 - 6.2.5 accessing such information can have detrimental effect on an enforcement event associated with an illegal activity or any other infringement of law; or
 - 6.2.6 there are lawful dispute resolution actions that limit or prevent disclosure to such information.

7 LINKS TO OTHER SITES

- 7.1 The Site may have links to other sites which may gather Personal Information or any other information from you. You acknowledge and agree that the Owner is not responsible for any privacy and disclosure practices of those sites. You should make your own enquiries and satisfy yourself with respect to those matters.

8 BREACH OF PRIVACY POLICY

- 8.1 The Owner reserves the right to suspend or terminate your account or your access to the Site or delete certain contents from your profile or public domain within the ambit of this Site if your account or its content or your access to the Site is in breach or violation of this Privacy Policy.

9 VARIATIONS

- 9.1 The Owner is entitled to vary this Privacy Policy for any reason it deems necessary.
- 9.2 Once the variation takes effect, the Owner will upload a new version of this Privacy Policy on the Site.
- 9.3 The Owner recommends that you review this Private Policy from time to time to be aware of any variations.

10 ACKNOWLEDGMENTS

- 10.1 You acknowledge and agree that:
- 10.1.1 you have read and understood this Privacy Policy;
 - 10.1.2 you consent to the use and disclosure of the Private Information provided by you in accordance with this Privacy Statement; and
 - 10.1.3 the information provided by you must be current, complete and accurate.

11 YOUR RIGHTS

- 11.1 If you require access to the Personal Information provided by you or have any queries or complaints regarding your privacy and the Owner's use of your Personal Information, please email the Owner's Privacy Officer at info@dcim.com.au. If your query or complaint is not resolved in a satisfactory manner, you have a chance to refer your concerns to the Australian Information *Commissioner appointed under the Privacy Act 1988 (Cth)*.

12 GENERAL

- 12.1 Where context permits, the term "Owner" used in this Privacy Policy includes all of the Owner's directors, officers, employees, contractors, consultants, agents and any other person claiming through or under the Owner.
- 12.2 The term "associated entity" used in this Privacy Policy has the meaning ascribed to this term under the *Corporations Act 2001 (Cth)*.