

AWC XXXX Privacy Policy

Your privacy is extremely important. The organisers of the Australian Wiccan Conference XXXX (the Event) are committed to respecting your privacy and upholding the security of your personal information, in the organising and holding of the Event.

This Privacy Statement sets out what personal information we ask of you and why, and how we collect, hold, use and disclose your personal information.

What information we collect

Personal information is information about an identified individual. When registering to attend the Event we will ask you to provide us with personal information. The information we will ask of you generally includes your name, address, and contact details (such as phone numbers and email address).

We will only ask you for your personal information that is required in order to ensure that we correctly account for, cater, and accommodate you while you attend the Event.

You do not have to provide us with your personal information. However if you do not provide us with your personal information, it will be difficult for us to contact you. For example, without your personal information we may not be able to issue you with a receipt, or provide you with further information concerning the Event or venue at which the Event is held.

Sensitive information

Sensitive information may include information about your health. When registering to attend the Event we may also ask you about any special dietary requirements you may have, as well as if you have any mobility restrictions which may impact your experience while attending the Event. This is to ensure that you are adequately catered for and looked after while attending the Event.

How will we collect personal information

We will only collect personal information directly from you, specifically by you filling out the Event Attendance Registration form located on this <website>. When you communicate with us, please do not provide us with personal information of any other person unless you have the express consent of that person to do so.

How will we use personal information

We will only use personal information you provide us for the purpose for which it was provided to us, i.e. to correctly account for, cater, and accommodate you while you attend the Event.

Related purposes that we will use your personal information include:

- **Processing your payment to attend the Event**
- **Issuing receipts**
- **Providing you with a welcome pack prior to the Event**
- **Responding to your comments or questions concerning the Event**
- **Allocating you to the most appropriate accommodation arrangement at the venue**
- **Send you conference papers after the Event**
- **Providing you with information about future Australian Wiccan Conferences (if you opt-in to receive such information)**
- **Any other purposes identified at the time of collecting your information**

If we also obtain your sensitive information, we will only use your sensitive information for the purposes listed above, or other directly-related purposes or purposes to which you consent.

Disclosure of personal information

We will not share your personal information with anybody else unless we have your express consent to do so. We are only required to disclose the number of attendees to the Event to the Venue, and as a registered attendee you will be required to fill out the medical waiver form that is issued by the Venue. This information will be provided to the relevant staff and medical professionals (where necessary) at the Venue. By filling out the medical waiver form you consent to these disclosures. As the organisers of the Event we do not control the medical waiver form.

The information that is provided to the Venue by you will be stored on a database that is only accessed by authorised personnel from the Venue and is subject to privacy restrictions as set out in State privacy legislation. The information will only be used for the purpose for which it was collected.

AWC Inc

We will only provide your personal information to the AWC Inc for the purposes of membership. We will only do this if you opt-in and provide us with your consent to do so when registering to attend the Event.

Information security

We are committed to protecting your data. We take reasonable steps to ensure your personal information is protected from misuse, loss, interference and unauthorised access, modification or disclosure. For example when we ask for your financial details online, we will use security-encrypted response forms and your information is held in secure servers.

Contact Us

If you have any questions or concerns about our Privacy Statement please contact us at <insert details> .