

# Privacy Policy for Grace Conference

**Effective Date:** March, 2025

## 1. Introduction

Welcome to Grace Conference (["conference", "we", "our", "us"]). Your privacy is important to us, and this Privacy Policy outlines how we collect, use, disclose, and protect your personal information when you participate in our annual day conference. To the best of our knowledge, this policy complies with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs),

## 2. What Personal Information Do We Collect?

We may collect the following types of personal information:

- **Personal Identifiable Information (PII):** Name, email address, postal address, phone number, and other registration details.
- **Payment Information:** Where applicable, billing details for ticket purchases.
- **Photographs and Recordings:** Images, videos, and audio recordings taken during the conference.

## 3. Sensitive Information We May Collect

Some information we may collect is 'sensitive'. We collect only the following sensitive information:

- Location and name of the church that the individual may attend.
- Information collected during the course of processing information for the Working with Children Check.

## 4. How We Collect Your Information

We may collect information:

- directly from you when you register for the event.
- when you send us information through social media or our website.
- when you provide it in person, or by email or phone.
- from third parties.

## 5. How We Use Your Information

We use the collected information to:

- Register and manage your participation in the conference.
- Process payments and send confirmation details.
- Communicate event-related information, including updates and marketing materials.
- Improve our services, website, and user experience.
- Share event highlights, including photographs and recordings, for promotional purposes.
- Comply with legal obligations and respond to lawful requests from authorities.

Where practicable, the purpose for which we collect personal information will be made clear at the time of collection.

## 6. Data Sharing and Disclosure

We do not sell your personal information. However, we may share your information with:

- **Service Providers:** Third-party vendors for event management, payment processing, and technical support.
- **Team Coordinators:** If you opt-in as a volunteer helper.
- **Partners:** If you opt-in to receive information from event partners.
- **Other persons, including government agencies, regulatory bodies and law enforcement agencies, or as required, authorised or permitted by law.**

## 7. Data Quality

We will endeavour at all times to keep your personal information accurate, relevant, complete and up-to-date. To assist us with this, please contact us if any of the details you have provided change. Further, if you believe that the information we have about you is not accurate, complete or up-to-date, contact us and we will use all reasonable efforts to correct the information.

## 8. Data Security

Safeguarding the privacy of your information is important to us. We will take reasonable steps to keep secure the personal information which we hold and to protect it from unauthorised disclosure and misuse. Email is not a secure method of transmitting information and so we cannot accept responsibility for the security of information you send to us by email.

We implement appropriate security measures to protect your personal information from unauthorized access, alteration, or disclosure.

## 9. Retention of Data

We retain your personal information only for as long as necessary to fulfil the purposes outlined in this policy or as required by law.

### Cookies

A cookie is a piece of information that an Internet website sends to your browser when you access information at that site. Cookies indicate to a website that you have been there before, and they can be used to record what parts of a website your computer is visiting. Cookies do not identify individual users, although they do allow identification of the type of browser used and the Internet Service Provider (“ISP”).

We use cookies when someone provides their details on our site to retain information for the purpose of our ministry. We do not use cookies to track your internet activity before or after you leave our website.

## **10. Your Rights and Choices**

You have the right to:

- Have access to and seek correction of any information that we may hold about you. We will respond to your request for access to your information within a reasonable time after you make the request, and if access is granted, access will be provided within 30 days from your request. Your request for correction will be dealt with within 30 days or such longer period as agreed by you.
- Opt out of marketing communications.
- Withdraw consent for data processing where applicable.
- Lodge a complaint with the Office of the Australian Information Commissioner (OAIC) if you believe your privacy rights have been violated.

To exercise these rights, contact us at [graceconferenceadelaide@gmail.com](mailto:graceconferenceadelaide@gmail.com).

## **11. Third-Party Links**

Our conference website or materials may contain links to third-party websites. We are not responsible for their privacy practices.

## **12. Changes to This Privacy Policy**

We may update this policy periodically. Any changes will be posted on our website with the updated effective date.

## **13. Contact Us**

For questions regarding this Privacy Policy, please contact us at [graceconferenceadelaide@gmail.com](mailto:graceconferenceadelaide@gmail.com).