

## **The Department of Tourism, Major Events, Small Business and the Commonwealth Games 2017 Queensland Small Business Week Privacy Statement**

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The Department of Tourism, Major Events, Small Business and the Commonwealth Games (the Department) is committed to protecting individuals' privacy. We understand and appreciate that event hosts and attendees at the 2017 Queensland Small Business Week (2017 QSBW) may be concerned about their privacy, and the confidentiality and security of any information provided.

As part of the Queensland Government, we have responsibilities under the *Information Privacy Act 2009* (the Act) regarding the collection, use, storage and disclosure of personal information. The Act, along with the *Right to Information Act 2009* (the RTI Act), also provides access and amendment rights for personal information held by the Department.

The Department collects the information you provide through the 2017 QSBW mobile application (mobile application) to register you as a participant of 2017 QSBW. Personal information collected by the Department will be used by, and disclosed to, Departmental employees, sponsors and contractors whose duties require them to use it in order to help the Department fulfil transactions with you or to otherwise help the Department provide goods and/or services to you.

### **How we store your information**

You agree for your contact details to be added to our customer relationship management system (CRM). This may be shared with other business-facing agencies of Queensland Government, as necessary, to provide the services you request and to inform you about new business services such as grant programs, workshops, seminars or other events relevant to your business sector or location. The Department maintains mailing lists for purposes such as keeping people informed of the Department's services and programs or future events. Your contact details may also be used to provide better services to you in the future and may be shared with other state, local and Commonwealth Government agencies for the same purpose. You can easily unsubscribe from this service by emailing [smallbusiness@dtesb.qld.gov.au](mailto:smallbusiness@dtesb.qld.gov.au).

### **Mobile application**

The mobile application will allow you to interact with 2017 QSBW. The extent of your use of the application will determine the amount of personal information collected by the Department. For example, you may choose to search the calendar for events, build your personal profile to facilitate networking, interact with the 2017 QSBW social wall, generate a personalised calendar of events for the week, use the interactive session board to participate during events and/or allow push notifications to receive news and updates about the 2017 QSBW. Information about your interactions with the mobile application will be collected for reporting on the uptake of the mobile application and for improvement of future QSBW events.

## **Registering for events**

The mobile application will allow you to search the 2017 QSBW calendar and register to attend events run by the Department.

## **Third party event hosts**

A number of the events held during 2017 QSBW are conducted by third party event hosts. These event hosts are responsible for protecting the privacy of the personal information they collect. Third party event hosts may use other platforms to facilitate attendee registration over which we have no control. The Department is not responsible for the privacy for third party events and recommends you read the privacy statement of other event registration platforms and make an informed decision before you register.

## **Newsletters**

By generating a profile on the mobile application you consent to subscribing to the Advancing Small Business Queensland newsletter. You can easily opt-out of receiving this newsletter at any time by clicking the unsubscribe button or emailing [smallbusiness@dtesb.qld.gov.au](mailto:smallbusiness@dtesb.qld.gov.au).

## **Feedback survey**

The Department will conduct a voluntary online survey through the mobile application to obtain feedback from participants of 2017 QSBW. To distribute the survey, the Department will use the names, email addresses and event information of attendees.

Survey responses may also be provided to the Department's contractor for the purpose of preparing a final report on the outcomes of 2017 QSBW. Your personal information will not be disclosed to any other parties without your consent, unless authorised or required by law. Any results of the survey will be de-identified prior to release and/or publication.

## **Competitions and promotions**

As part of 2017 QSBW the Department may run various competitions or promotions. Any personal information you provide in order to participate will only be used as part of the competition or promotion and will not be disclosed to any third parties other than those conducting the competition or promotion, unless authorised or required by law or with your consent. Complete details will be included in the terms and conditions of each competition or promotion.

## **Photography and recording**

The Department will photograph and record speakers and audience members at 2017 QSBW Departmental activities and events; to promote future Queensland Small Business Weeks; to use in publications and in social media, including for posting online. You will have the option to opt-out of being filmed and/or photographed at each event upon entrance to the event. Unless you request to not be filmed, the Department or its contractors will not seek further consent prior to using this material.

## **Social Media**

The Department does not routinely capture or record the contact details of any parties following its social media accounts including Facebook and Twitter. However, your email address may be recorded if you contact us and request further information or participate in any promotion linked to 2017 QSBW. As stated above, if you consent to being filmed as part of the 2017 QSBW or in relation to competitions and promotions we may publish your image and or voice on our social media platforms.

## **Privacy Contact**

Further questions relating to 2017 QSBW and related small business issues (including opting-out of any of the above services or opportunities) should be directed to [smallbusiness@dtesb.qld.gov.au](mailto:smallbusiness@dtesb.qld.gov.au). If you have further privacy specific questions please contact the Department's Privacy Officer at [privacy@dtesb.qld.gov.au](mailto:privacy@dtesb.qld.gov.au).