Privacy Statement

The Registration Terms and Conditions contain the following Privacy Statement under the heading “Managing your Personal Information”:

Collection and use

The Ministry will use a secure cloud-based Invitation and Registration system to collect information from you for the CEO Summit registration process for the purpose of your attendance at the CEO Summit, for example:

- Identity (e.g. name, photo, bio)
- Contact information (e.g. mobile, email)
- Emergency person contact identity and information (e.g. name, mobile, email)
- Alternative person contact identity and information (e.g. name, mobile, email)
- Employment information
- Special requirements such as mobility, accessibility or dietary requirements (if applicable)
- NZBN (if applicable)
- Payment information

The type of information collected and how the Ministry uses that information depends on the registration you need, for example in person delegate, media, or third-party supplier.

The following information you provide as part of the registration process will be used to populate your profile on the CEO Summit platform:

- Name (first, last, preferred first and preferred last)
- Bio
- Photo
- Company
- Role
- Sector
- Economy
You will be able to edit all your personal information on the CEO Summit platform except for your name and company.

If you do not want any of your personal information above published on the CEO Summit platform please email CEOSummit@mfat.govt.nz to arrange for it to be removed.

The Ministry requires your information to process your registration application, to populate the CEO Summit platform, for any security checks, and other logistics and operations matters for the CEO Summit.

Consent

In accordance with the New Zealand Privacy Act 2020, the Ministry’s legal basis for collecting and using your information is the consent you provide to us, or is provided to us on your behalf by an authorised representative, as a part of the registration application process.

You can withdraw your consent for the Ministry to have and use your information at any time in writing to ceosummit@mfat.govt.nz, although doing so will affect your registration and your ability to participate in the CEO Summit.

In addition, where legally required under New Zealand law, the Ministry will disclose your information as appropriate, for example to aid law enforcement. The Ministry may also disclose your personal information without your consent in accordance with the New Zealand Privacy Act 2020.

Sharing and disclosure

Your information may be disclosed to and shared with the following agencies for the purposes listed above:

- New Zealand Police
- Ministry of Health (in relation to COVID-19 or any other pandemic).

Some of your information may also be disclosed to third party suppliers supporting the CEO Summit for logistical and operational purposes e.g. caterers.

Storage

You will be required to submit your information to the Ministry’s Invitation and Registration system. The CEO Summit platform will store and manage your details. Only the people who need access to your information so they can process your registration (or for another purpose as stated above) will have access to the system.
Your information will be stored in a secure offshore location that is compliant with the New Zealand Government’s AS/NZS17799 Information Security Management standards. The Ministry has undertaken due diligence on the Invitation and Registration system and the CEO Summit Platform to ensure they meet the Ministry’s security and privacy requirements in line with the NZISM certification and accreditation assurance process.

Ministry Information Management policies will be applied to your information. They help to keep your information secure and ensure its appropriate management. These policies also apply when your details are shared outside the Invitation and Registration system.

The information you provide will only be retained for as long as is reasonably required by the listed agencies and in accordance with the New Zealand Public Records Act 2005.

**Requests for personal information and correction**

In accordance with privacy legislation you may request a copy of the personal information the Ministry holds about you. In the event you consider the information the Ministry holds about you is incorrect you may request that it is corrected.

To request a copy or correction of your personal information please email the Privacy Officer at ceosummit@mfat.govt.nz.

**Complaints or suspected breaches**

If you wish to make a complaint about this process, or report a suspected breach, please contact ceosummit@mfat.govt.nz.

**Further Information**

You can access the general Privacy Statement for APEC 2021 NZ here:
https://www.apec2021nz.org/privacy-statement