**RSVP**

I will attend the Biosecurity Roundtable to be held in Brisbane on Wednesday the **15th of June** and am aware of the terms of the privacy notice below. My details are as follows.

Name:

Title / Position:

Organisation:

Phone:

Email:

Postal address:

Special dietary requirements:

Preferred way of communication:  email                 phone               mail

**DETAILS FOR INCLUSION IN INVITEES DATABASE FOR FUTURE NBC EVENTS**

Please choose one of the following if your organisation would like to be invited to future NBC events.

 I would like my details (provided above) to be included in the department’s database.

 The following person would like his/her details (provided below) to be included in the department’s database, and is aware of the terms of the privacy notice below.

Name:

Title / Position:

Organisation:

Phone:

Email:

Postal address:

Preferred way of communication:  email                 phone               mail

Please confirm the details above and return the RSVP form to us by COB **3 June 2016**.

**Privacy notice**

To ensure all relevant stakeholders have the opportunity to participate in the 2016 Roundtable, your details have been obtained by the Department of Agriculture and Water Resources (department) either from a public source or from records of your participation in previous Roundtables or other consultations. The department also collects the information in this form for purposes relating to the organisation of the 2016 Roundtable, future events hosted by the department and the National Biosecurity Committee (NBC), and other consultation activities undertaken by the department. Without this information, the department will not be able to confirm your attendance at the 2016 Roundtable and may not be able to invite your organisation to future NBC or consultation events.

For the purpose of organising these events and related purposes, including to ensure the list of invitees is complete and appropriate for the relevant event, the information will usually be passed on to other agencies of the Australian Government and state and territory governments that have representatives on the NBC. Details of potential invitees will be stored in the department’s secure database together with information about their organisations (such as website address, a brief description of the organisation’s activities and other relevant information that is publicly available), and will be handled in accordance with the Australian Privacy Principles. If, at any time, you would like your information to be removed from the database or would like to update your details, please let us know.

See the department's [Privacy Policy](http://www.agriculture.gov.au/about/privacy) at <<http://www.agriculture.gov.au/about/privacy>> to learn more about accessing or correcting your information or making a privacy complaint. Alternatively, telephone the department on +61 2 6272 3933.