

Data Protection Statement

Last updated: 20 November 2021

CongressWorks LLP., seated in 71-75 Shelton Street, Covent Garden, WC2H 9JQ London, United Kingdom ("CONGRESSWORKS") is an event and association management company which provides association, congress management, meetings and event services to its corporate or association clients (the "Client").

It is CONGRESSWORKS's utmost concern to constantly improve its services in order to best meet the needs of its Clients. To this end, CONGRESSWORKS may collect and store certain information, including personal data of people like you. CONGRESSWORKS takes the protection of your personal data very seriously in all of its business processes. This Data Protection Statement is meant to help you understand how data are collected, processed and stored to meet legal requirements and CONGRESSWORKS's data protection standards.

It will be very difficult and even impossible for CONGRESSWORKS to provide you services if you refuse to allow CONGRESSWORKS to process your data. For this reason, by providing personal data to CONGRESSWORKS, you agree to be legally bound by and explicitly consent to this Data Protection Statement, as it may be amended from time to time. If you do not agree to this Data Protection Statement or cannot form a legally binding contract, CONGRESSWORKS would not be able to process your personal data.

1. Scope of this Data Protection Statement

This Data Protection Statement applies to all services offered by CONGRESSWORKS.

This Data Protection Statement does not apply to services offered by other companies or individuals.

This Data Protection Statement does not cover the information practices of other companies and organizations who advertise CONGRESSWORKS services or any third party operating any website to which the CONGRESSWORKS website or other digital asset may contain a link.

2. Data collected and method of collection

CONGRESSWORKS collects general and personal data from

- you when you provide your details to CONGRESSWORKS;
- its Clients (in such cases, Client must ensure that it is entitled to disclose such data and that you are aware of the various matters detailed in this Data Protection Statement);
- participants at Client's meetings and events organized by CONGRESSWORKS;
- users of CONGRESSWORKS's or Client's websites; and third parties (such as online service provider or single sign on authority).

Following the reception of the data, an electronic profile is created in CONGRESSWORKS's proprietary tools for each person or entity (the "Contact Profile"). The Contact Profile may contain but is not limited to:

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| • name; | • credit card references/numbers; |
| • gender; | • travel destinations; |
| • date of birth; | • travel schedules; |
| • address; | • travel preferences; |
| • phone numbers; | • accommodation preferences; |
| • email addresses; | • other communicated preferences; |
| • organization or company of employment and/or job title; | • passport; and |
| • field of activity and/or interest; | • visa details. |

Cookies Policy

We use cookies on our Website. By continuing to browse our website or close the cookies banner, you consent to the use of cookies.

Our Cookies Policy explains what cookies are, how we use cookies, how third-parties we may partner with may use cookies on the Service, your choices regarding cookies and further information about cookies.

What are cookies

Cookies are small pieces of text sent by your web browser by a website you visit. A cookie file is stored in your web browser and allows the Service or a third-party to recognise you and make your next visit easier and the service more useful to you. Cookies can be "persistent" or "session" cookies.

How CONGRESSWORKS uses cookies

When you access our website, CONGRESSWORKS and CONGRESSWORKS's third party service providers may collect data of a technical nature in a variety of ways. We use cookies for the following purposes:

- to enable certain functions of the website,
- to provide analytics,
- to store your preferences and personalize the content,
- to improve the user experience
- to enable advertisements delivery, including behavioural advertising
- to share on social networks

We use both session and persistent cookies on the Service and we use different types of cookies to run the Service:

- **Essential cookies:** We may use essential cookies to authenticate users and prevent fraudulent use of user accounts.
- **Third-party cookies:** In addition to our own cookies, we may also use various third-parties cookies to report usage statistics of the Service, deliver advertisements on and through the Service, and so on.

What are your choices regarding cookies

If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser:

- For Internet Explorer™ : <https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies>
- For Safari™ : <https://support.apple.com/en-us/HT201265> For Chrome™ : <https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&hl=en>
- For Firefox™ : <https://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>
- For Opera™ : <http://help.opera.com/Windows/10.20/en/cookies.html>

Please note, however, that if you delete cookies or refuse to accept them, some features of the CONGRESSWORKS website may not work properly, you may not be able to store your preferences, and some of our pages might not display properly.

Where can you find more information about cookies

If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to decline the use of cookies. You can learn more about cookies and the following third-party websites:

AllAboutCookies: <http://www.allaboutcookies.org/>

Network Advertising Initiative: <http://www.networkadvertising.org/>

3. Purpose of data collection

CONGRESSWORKS uses the data collected to provide, maintain, protect and improve the overall quality of its services. Data collection is also meant to protect CONGRESSWORKS and its users. CONGRESSWORKS does not collect more data than is necessary to fulfil such purposes.

In addition to creating Contact Profiles, CONGRESSWORKS uses your data for the following purposes and for which you give your consent:

- a. **Registering for a conference:** Your Contact Profile is used to provide you access to an event organized and managed by CONGRESSWORKS.
- b. **Bookings:** To make bookings on your behalf, CONGRESSWORKS might need to transfer personal data to various third-party travel suppliers (such as airlines, hotels, online booking tool companies and computer booking systems) within your home country or in another country where you may be traveling.
- c. **Promoting future events:** CONGRESSWORKS may use your data to advertise future CONGRESSWORKS events that we believe may be of interest to you.
- d. **Technical data:** CONGRESSWORKS, or third parties instructed by CONGRESSWORKS, evaluate this data purely for statistical purposes and only in an anonymised form, in order to optimize CONGRESSWORKS's website and increase user-friendliness, efficiency and safety. CONGRESSWORKS may in particular use technical data to measure the success of CONGRESSWORKS marketing campaigns, compile statistics about CONGRESSWORKS website usage and response rates.
- e. **Other purposes:** CONGRESSWORKS may use your data as CONGRESSWORKS believes to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public and government authorities including public and government authorities outside your country of residence; (d) to enforce CONGRESSWORKS's terms and conditions; (e) to protect CONGRESSWORKS's operations; (f) to protect CONGRESSWORKS's rights, privacy, safety or property, you or others; and (g) to allow CONGRESSWORKS to pursue available remedies or limit the damages that CONGRESSWORKS may sustain.

CONGRESSWORKS will ask your consent before using data for a purpose other than those that are set out in this Statement subject to mandatory laws.

4. Duration of storage

General and personal data will be kept by CONGRESSWORKS only as long as reasonably necessary taking into consideration its need to answer queries or resolve problems, to provide improved and new services and to comply with legal requirements under applicable laws or with inquiries from Clients on past events. CONGRESSWORKS will retain general and personal data during a maximum

period of five years if no specific legal requirement. You may cancel/delete your CONGRESSWORKS account by sending an email to nandor.matrai@CongressWorks.hu.

5. Location of storage and controller of data base

The Contact Profiles that CONGRESSWORKS maintains are stored in a cloud-based central database at a third-party provider's location in United Kingdom and Hungary. The purpose and content of CONGRESSWORKS's central database are determined by CONGRESSWORKS.

6. Your duties

You must ensure that the data you provide us with are:

- correct;
- accurate;
- current;
- truthful; and
- compliant with any applicable laws.

In particular, since CONGRESSWORKS will mainly use email communications with you, you are required to notify us of any modification of your email address.

7. Transfer and communication of data

CONGRESSWORKS does not transfer your data to unaffiliated third parties for their marketing purposes. You hereby agree and give your consent to CONGRESSWORKS to transfer and communicate your data as follows:

- **Transfer to third-parties:** CONGRESSWORKS works with certain third parties to obtain support services in connection with meetings services and/or other CONGRESSWORKS services to its Clients, such as hotel booking services, transportation requirements or airline ticket issuance, badge provider and, in some cases, personal data will be shared with these

third parties in order to pursue CONGRESSWORKS's mission and goals. Prior to a transfer, third- parties (except for travel suppliers and authorized transfers such as within the EU) are required to sign a data transfer agreement with CONGRESSWORKS that requires them to follow the applicable data protection laws.

- **Data transfer to client:** CONGRESSWORKS may also transfer personal data to its Clients in a form of participation list.
- **Regulatory transfers:** CONGRESSWORKS may be required by law to transfer data to governments and regulatory and/or supervisory authorities.

Electronic transfer of data

If you visit CONGRESSWORKS's website your data will be transported via an open publicly accessible network. The data might therefore be transmitted across national borders even if you and CONGRESSWORKS are located in the same country. This involves notably the risk that your data may be intercepted and read by third parties, allowing such third parties to infer an already existing or future business relationship between you and CONGRESSWORKS.

Furthermore, you are notified that information you transmit or allow to be transmitted to you by CONGRESSWORKS via an electronic medium, in particular via e-mail, contact forms, etc. are usually unencrypted and therefore neither confidential nor secure. Even in the event of an encrypted transmission, sender and recipient remain unencrypted in each case. Third parties may therefore be able to infer an existing or future business relationship between you and CONGRESSWORKS.

8. Security and organizational measures

To ensure the safety of your data on CONGRESSWORKS's website and systems, CONGRESSWORKS has implemented appropriate technical, contractual, administrative, physical and organizational measures to protect your personal data from loss, destruction, unauthorized access, accidental or unlawful disclosure and manipulation. These measures are subject to continuous development in accordance with technological progress and are periodically reviewed to comply with all applicable privacy laws.

Only authorized CONGRESSWORKS staff, third party companies' (i.e. service providers) staff or our Clients' authorized staff (who have contractually agreed to keep all information secure) have access

to your personal data. All CONGRESSWORKS staff who have access to your personal data are required to adhere to the staff confidentiality regulations and all third-party employees who have access to your personal data have signed non-disclosure agreements. In addition, data transfer agreements are in place with third-party companies that have access to your personal data to make sure these data remain secure.

9. Your rights

In accordance with applicable data protection laws and regulations, you have a right to request access to, rectification of your Data, or restriction of processing, and to object to said processing, as well as the right to data portability to the extent applicable. Moreover, you have a right to lodge a complaint with a supervisory authority.

Under certain conditions you also have the right to have your personal data that is stored by CONGRESSWORKS blocked and deleted, unless CONGRESSWORKS has to keep these data for legitimate business or legal purposes. For more information, you should contact the Data Protection Officer.

To contact CONGRESSWORKS with questions or issues about CONGRESSWORKS's data processing, you should contact the Data Protection Officer at the following e-mail address:
nandor.matrai@congressworks.com.

CONGRESSWORKS gives you many choices regarding CONGRESSWORKS's use and disclosure of your personal data for marketing purposes. By contacting the Data Protection Officer at the above-mentioned e-mail address, you may opt-out from receiving future electronic marketing messages from CONGRESSWORKS. CONGRESSWORKS will try to comply with your request(s) as soon as reasonably practicable. Please also note that if you do opt-out of receiving marketing-related messages from CONGRESSWORKS, we may still send you important administrative messages, and you cannot opt-out from receiving administrative messages.

10. Changes

This Statement may be revised and updated by CONGRESSWORKS from time to time to comply with statutory data protection and privacy laws. CONGRESSWORKS will post any statement changes on its website and, if the changes are significant, CONGRESSWORKS will send a notice to the e-mail address provided in your Contact Profile.

11. Contact

If you need further assistance, please contact our Data Protection Officer, Dr. Nandor Matrai, nandor.matrai@congressworks.com.