

your CONFERENCE SUPPORT

Privacy statement

Introduction

This privacy statement applies to all products and services provided by Your Conference Support.

Your Conference Support, with its registered office in Kinderdijkstraat 14 II, 1079 GH Amsterdam, the Netherlands, is responsible for the processing of personal data as mentioned in this privacy statement. Your privacy is important to Your Conference Support. For this reason, Your Conference Support describes in this regulation how it handles your data, what the purpose is of its use and for which data Your Conference Support must explicitly request your consent before processing.

Your Conference Support may not process information submitted by you without restrictions. The privacy legislation is meant to protect the privacy of individuals. Because of this legislation, the legal use of personal information by others is limited.

Personal data we process

Your Conference Support processes your personal data because you use our services and/or because you have provided it to us. Your Conference Support (possibly) processes your personal data if you:

- are or become a customer of Your Conference Support
- are a business relation of Your Conference Support
- visit the website
- sign up for eventual newsletters and promotional e-mailings

Your Conference Support collects or may collect data from you if you are a business relationship and if these data are necessary with regard to the objectives as described under 'Why we need data'.

Data may include:

- Initials, first name and surname
- Gender
- Company name
- Address details (consisting of street name, house number and ZIP code)
- Telephone number (mobile or fixed line)
- E-mail address
- Bank details if you are a customer of Your Conference Support

Does Your Conference Support also process special personal data?

Special personal data concerns sensitive data, for example about your health or a criminal record, ethnical data or data concerning race. Your Conference Support does not process special personal data.

Why we need data

Your Conference Support collects the above mentioned data for the following objectives:

- to be able, if we are legally obliged thereto, like data we need for our tax declaration
- to financially and administratively finalise the agreement that clients have with Your Conference Support
- to be able to provide the requested service(s)
- to be able to reach clients and business relations if the performance of our services requires it
- to further develop or optimise our service(s)
- to offer tailor-made information (direct marketing)

We can solely use your data for any other objective than originally intended, if both objectives are closely related.

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Which rules apply to the processing of personal data?

Your Conference Support processes your personal data exclusively in accordance with the law. This includes (inter alia) that the data is processed only for the purpose for which they are received and in a proper/careful manner according to the law and this regulation.

Provision of data to third parties

Your Conference Support does not provide personal data to third parties, unless

- it is required by law
- it is required in order to execute an agreement that Your Conference Support has with you

We enter into agreements with processing agents to ensure a similar level of security and confidentiality of your data.

Cookies

Your Conference Support only uses technical and functional cookies. A cookie is a tiny text file that is saved on your computer, tablet or smartphone when you visit our websites for the first time. The cookies we use are necessary for the technical processing of the websites and for your ease of use. They ensure that the websites function properly and remember your configuration preferences. You are able to deregister cookies by configuring your internet browser in such a way that cookies are no longer saved. In addition, you can delete all information that was earlier saved by changing your browser settings.

Confidentiality / Security

Your Conference Support has installed fitting technical and organisational measures to secure your personal data and protect it against loss, change, abuse or any (other) form of wrongful processing. The security consists of the following:

- Each person working for Your Conference Support will have a personal password to log into the digital system;
- Each person who has access to personal data at Your Conference Support and/or processes it, is obliged to non-disclosure of this data, in as far as applicable laws and legislation do not stipulate differently;
- In case Your Conference Support uses third parties, Your Conference Support will set up agreements in relation to the necessary security measures within the scope of the protection of personal data;
- Your Conference Support has taken technical measures, in accordance with the law, in order to protect the system used against infringement from outside.

How long do we save data?

Your Conference Support will keep your data no longer than is strictly necessary for a complete and correct administration and/or other established objectives.

For financial data our Conference Support applies the period required by the tax administration, being seven years after the last service provided, after which the information is destroyed. The law may provide for another storage period. If so, Your Conference Support will comply with the legal requirements.

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Your rights with regard to privacy

You have the following rights:

- **The right to information.** You have the right to know if and which personal data is being processed and for what purpose.
- **Inspection right.** You have the right to inspect data or receive copies of data insofar the privacy of another person is not affected.
- **The right of correction and removal.** You have the right to correct, adjust or remove data. The right of (partial) removal of your data can only be accommodated if the retention of data is not of significant importance to another person, and if the data cannot be retained based on a legal regulation.
- **The right of opposition.** In certain cases, you have the right to oppose the processing of your data.
- **The right to data portability.** You have the right to receive the personal data held about you, and to transfer the data to another organisation.
- **The right to a human view of automated decisions.** In the case of an automated decision, you have the right to have the decision made by a person.

When you request a viewing, correction, placement or deletion of your personal data, please send a request by e-mail to b.schmidt@yourconferencesupport.com. You will be notified by Your Conference Support within fourteen working days of receipt of your request.

If your request is rejected, it will be substantiated. One reason may be that your file contains information that is or may be important to others. You will be notified by Your Conference Support within one month of receipt of your request.

If you have a complaint about the way in which your personal data is processed, you can contact Your Conference Support. Together with you, Your Conference Support will try to find an adequate solution.

If you have an additional comment, question or suggestion, or if you would like to object to direct marketing / receiving a newsletter by Your Conference Support, then please also contact Your Conference Support via b.schmidt@yourconferencesupport.com. Your Conference Support will handle the personal data, provided in this context, confidentially.