# Privacy policy event registration:

The protection and security of personal data has a high priority for us. Therefore, we strictly adhere to the rules of the current GDPR.

We will update these guidelines from time to time to protect your personal data. By using this website, you agree to the terms of this Privacy Policy.

Below you will be informed about the type of data collected and the purpose for which it is collected:

## 1. Data transmission/data logging

When you visit this page, the web server automatically records log files that cannot be assigned to a specific person. This data includes the browser type and version, operating system used, referrer URL (the previously visited page), IP address of the requesting computer, access date and time of the server request and the file request of the client (file name and URL). These data are collected only for the purpose of statistical evaluation. It is not passed on to third parties for commercial or non-commercial purposes.

# 2. Use of personal data

Personal data will only be collected or processed if you provide this information voluntarily in the context of an event registration. If there are no necessary reasons in connection with a business transaction, you can revoke the previously granted approval of your personal data storage at any time with immediate effect in writing (e.g. by e-mail to support@hppartnerfirstemearoadshow.com). In the following, we have listed the purpose of data processing for an event registration for a better overview:

We process your data on the legal basis of contract fulfilment (implementation of a specific event) in order to fulfil the following purposes:

- Administration of the registrations made for an event
- Maintain an overview of the number of registrations made
- Create a participant list
- Create name cards
- Presence check
- Sending information on the respective event customer
- We process your data on the legal basis of legitimate interest in order to fulfill the following purposes:
- Use of photos and/or videos taken at the event to report on the event
- Store the photos and/or videos taken at the event in an archive of Intracon Marketing Services GmbH and Intracon Marketing Solutions SL.
- Intracon Marketing Services GmbH or Intracon Marketing Solutions SL for organizational purposes (in particular to be able to use the design and settings for comparison purposes for subsequent events)
- Use photos that generally depict the events or scenery of an event without highlighting specific persons or showing individual persons or small groups to promote the same event in the following year or further events of Intracon Marketing Services BmbH and Intracon Marketing Solutions SL, as well as to report about the event on the website (for photos and/or videos that depict small groups or individuals, see below)

The following data will be processed by us within the scope of an event registration:

- Name data (first name, surname, title)
- Salutation
- Company and function in the company

- HP Learner ID
- Certification requests and session selection
- Registrations made for the entire event or for parts of the event
- Date and status of registration

## 3. Recipient of data

Your data will be passed on to Aventri, Intracon Marketing Solutions SL and HP for processing and control purposes.

#### 4. Transfers from third countries

No data will be transmitted to countries outside the EU.

## 5. Data storage

Data in the event database will be deleted after 3 years. Photos of the respective event will no longer be used for advertising purposes after two years. After two years they will continue to be stored by Intracon Marketing Services for archiving purposes and – as far as certain persons can be identified on them – will be deleted after five years.

### 6. Origin of personal data/sources

As part of our business relationship, we collect and store data that you have disclosed yourself, including the fact that you have registered for an event, participated in it and registered for the event application.

### 7. Right to information, change and deletion of your data

In accordance with applicable law, you can ask us at any time in writing whether and which personal data we have stored about you. You will receive a corresponding notification within the legally prescribed period of time. If your request does not conflict with a legal obligation to store data, you have the right to correct incorrect data and to block or delete your personal data.

#### 8. Security of your data

Your personal data made available to us will be secured by taking all technical and organisational security measures so that they are inaccessible to unauthorised third parties.

#### 9. Note about Google Analytics

This website uses the "Google Analytics" service, which is provided by Google Inc. (1600 Amphitheatre Parkway Mountain View, CA 94043, USA) for the analysis of website usage by users. The service uses "cookies" - text files that are stored on your terminal device. The information collected by the cookies is usually sent to a Google server in the USA and stored there.

This website uses IP anonymisation. The IP address of the user is shortened within the member states of the EU and the European Economic Area. This shortening means that your IP address does not have to be referred to a specific person. Within the framework of the order data agreement which the website operators have concluded with Google Inc., Google Inc. uses the information collected to compile an evaluation of website use and website activity and provides services associated with Internet use.

You have the option of preventing cookies from being stored on your device by making the appropriate settings in your browser. It is not guaranteed that you can access all functions of this website without restrictions if your browser does not allow cookies.

You can also use a browser plug-in to prevent the information collected by cookies (including your IP address) from being sent to Google Inc. and used by Google Inc. The following link will lead you to the corresponding plugin: <u>https://tools.google.com/dlpage/gaoptout</u>

Alternatively, by clicking on this link <u>https://tools.google.com/dlpage/gaoptout</u> you prevent Google Analytics from collecting data about you within this website. Click on the link above to download an opt-out cookie. Your browser must therefore always allow the storage of cookies for this purpose. If you delete your cookies regularly, you will need to click the link again each time you visit this website. Here you can find further information on data usage by Google Inc.: https://cupport.google.com/apa/utics/apswor/60042452bl=op

https://support.google.com/analytics/answer/6004245?hl=en

## 10. Cookies

When you visit our website, we inform you according to the EU Cookie Directive that our website uses cookies. Cookies are small text files that are stored on your hard drive when you visit our website. Here you have to distinguish between:

a.) "Session Cookies" which, depending on the settings of your browser program, are automatically deleted when you exit the browser.

b.) "Permanent Cookies" which are stored with an expiration time and remain in place when the browser is closed.

On our website we also use so-called "session cookies" to make it easier for you to use our web pages or to ensure basic functions of the websites (e.g. for the login area).

These cookies do not retrieve any information about you stored on your hard drive and do not affect your PC or its files. Most browsers are set to accept cookies automatically. However, you can disable the storage of cookies or set your browser to notify you when cookies are being sent.

You can delete cookies that are already on your computer at any time. The procedure for this varies depending on your browser, please refer to your browser instructions (under "Help" in the browser menu).

Please contact us if you have any questions about these data protection provisions:

Intracon Marketing Services GmbH Marienbader Platz 1 61348 Bad Homburg Germany