

Privacy Notice

Background: This privacy notice is to provide important information to you, as a data subject, about our use of your personal data. This is in accordance with and as we are required to by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”). This notice explains the what, how, and why of the personal data we collect when you use our services. We will always use clear, user-friendly language in our privacy notice to make this notice as accessible as possible. We take your privacy extremely seriously, and we never sell lists or email addresses. We understand that privacy is important to you and that you care about how your personal data is processed. We respect and value the privacy of all of our data subjects and will only collect and use personal data in the way that is described in this privacy notice and that it is in a way that is consistent with our legal obligations under the GDPR and your rights under current law

Scope: This data subject privacy notice is effective with respect to any personal data that we have collected, or will be collecting, about and/or from you,

Definitions: These definitions should help you understand this privacy notice: When we say “we,” “us,” and “our,” we are referring to Hg3 Conferences Limited. When we say “you,” we are referring either to anyone or to some other person who visits any of our websites. “personal data” means any information that identifies or can be used to identify you directly or indirectly, including, but not limited to, first and last name, date of birth, email address, gender, occupation or other demographic information.

Information about Hg3 Conferences Limited: We are an event management company trading as a limited company. We operate from our trading address which is 4, Dragon Road, Harrogate, North Yorkshire, HG1 5DF. We can be contacted by email at events@hg3.co.uk or by telephone on 01423 529333 Our company is registered in England with the company number 07420956 Our registered address is 23 North Park Road, Harrogate, North Yorkshire, HG1 5PD Our VAT registration number is 979 8578 19

What does this privacy notice cover? This privacy notice explains how we use your personal data, how it is collected, how it is held and also explains your rights under the current law relating to personal data.

Data protection: Your personal data will be held by us. The GDPR applies to ‘controllers’ and ‘processors’. For the purposes of the GDPR we are the data processor and we have been engaged to work for the data controller.

What and who is the controller? The controller means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. The data controller determines the purposes and means of processing personal data. The data controller is the body with which we are engaged to work for to process personal data on their behalf

What and who is the processor? The processor means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the data controller. We are the data processor responsible for processing personal data on behalf of the data controller.

What is personal data? Personal data, in simple terms information we hold about you that enables you to be identified. Personal data is defined by the GDPR as meaning any information relating to an identifiable person, the data subject, who can be directly or indirectly identified in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. This definition provides for a wide range of personal identifiers to constitute personal data, reflecting changes in technology and the way organisations collect information about people.

What is processing? Processing means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

What are your rights? Under the GDPR, you have rights which we will always work to uphold. You have the right:

- to be **informed** about how we collect and use your personal data and this is one of the most important rights under the GDPR. This means that the data subject should be told what personal data we hold about them, what we use that personal data for, the legal basis for using it, how long we will hold it and whether we will share the personal data with anyone and with whom.
- to **access** the information, we hold about you.
- to **rectification** and have your information corrected if any of your personal data held by us is incorrect or incomplete.
- to erasure also known as the right to be forgotten, you can ask us to delete or otherwise dispose of the information we have on you.
- to **restrict** the processing of your personal data
- to **data portability** that allows you to ask us for a copy of your personal data to re-use with another service or business (*consent only*)
- to **object** to us using your personal data for a particular purpose or purposes (*legitimate interest only*)
- related to **automated decision** making including profiling.

For more information about your rights relating to your personal data or exercising your rights as outlined above, please contact us using the contact details provided below. Further information about your rights can be obtained from the Information Commissioner’s Office.

What personal data do we collect? We may collect several types or items of personal data, this may vary according to the requirements of the data controller. E.g., we may collect your name, date of birth, gender, address, email address, telephone number, business name, job title, profession, payment information etc.

Lawful basis for processing: We process your personal data as it is necessary to perform our agreement with the data controller. The intended purposes for processing personal data for our data controller includes event management and membership. The lawful basis we use for our data processing is consent and legitimate interests. For membership purposes we use consent and for all other purposes we use legitimate interest.

How do we use personal data? Under the GDPR we must have a lawful basis for using personal data. All the personal data we process relates to an agreement we have with the data controller and because there is a business interest to use it. Your personal data will be used in the process of communicating with you in relation to this agreement by responding to emails or calls from you and in order to supply services to you.

How long will we keep personal data? The information you submit will not be kept for any longer than is needed. The length of time will depend upon whether the data controller has a business need for keeping the information and/or if the law requires that we keep the information for a particular length of time.



We will retain your information for as long as your account is active or as long as needed to provide you with our services. We may also retain and use your information in order to comply with our legal obligations, resolve disputes, prevent abuse, and enforce our agreements.

The legal basis: 'consent' of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which the data subject, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to them.

How and where do we store or transfer personal data? We only store personal data in the UK, this means that it will be fully protected under the GDPR

Safeguarding your personal data: We take reasonable and appropriate measures to protect personal data from loss, misuse and unauthorized access, disclosure, alteration and destruction, taking into account the risks involved in the processing and the nature of the personal data.

Notice of breach of security: If a security breach causes an unauthorised intrusion into our system that materially affects you then we will notify you as soon as possible and later report the action we took in response.

Use of personal data: We may use and disclose personal data to promote services to you:

- If you use any of our services and we think you might benefit from using another service we offer, we may send you an email about that. You can stop receiving our promotional emails by following the unsubscribe instructions included in every email we send.
- to send you informational and promotional content in accordance with your marketing preferences. You can stop receiving our promotional emails by following the unsubscribe instructions included in every email.
- to bill and collect money owed to us by you This includes sending you emails, invoices, receipts, notices of delinquency, and alerting you if we need a different credit card number.
- we use third parties for secure credit card transaction processing, and we send billing information to those third parties to process your orders and credit card payments.
- to meet legal requirements, including complying with court orders, valid discovery requests, valid subpoenas, and other appropriate legal mechanisms.
- to provide information to representatives and advisors, including lawyers and accountants, to help us comply with legal, accounting, or security requirements.
- to respond to lawful requests by public authorities, including to meet security or legal requirements.
- to transfer your information in the case of a sale, merger, consolidation, liquidation, reorganization, or acquisition. In that event, any acquirer will be subject to our obligations under this privacy notice, including your rights to access. We will notify you of the change either by sending you an email or posting a notice on our company website: www.hg3.co.uk

Combined personal data: We may combine personal data with other information we collect or obtain about you, such as information we source from our data controller, to serve you specifically, such as to deliver a product or service according to your preferences or restrictions, or for advertising or targeting purposes in accordance with this privacy notice. When we combine personal data with other information in this way, we treat it as, and apply all of the safeguards in this privacy notice applicable to, personal data.

Do we share personal data? We may disclose personal data to third service providers for the purposes as described in this notice. Sometimes, we share your information with our third-party service providers, who help us provide and support our services. As with all third parties we work with, these third-party service providers enter into an agreement that requires them to use your personal data only for the provision of services to us and in a manner that is consistent with this privacy notice. Examples of service providers include payment processors, hosting services and content delivery services.

Links to third-party websites: Our websites include links to and from other websites, whose privacy practices may be different from ours. If you submit personal data to any of those sites, your information is governed by their privacy notice. We encourage you to carefully read the privacy notice of any website you visit.

Accuracy of personal data: We do our best to keep your personal data accurate and up to date, to the extent that you provide us with the information we need to do so. If your personal data changes (for example, if you have a new email address), then you are responsible for notifying us of those changes.

How can you access your personal data? If you want to know what personal data we have about you, you can ask us for the details. This is known as an access request.

We will give you access to any personal data we hold about you within 30 days of any request for that information.

You may also request to correct, amend or delete information we hold about you. Unless it is prohibited by law, we will remove any personal data about you from our servers at your request. There is no charge for an individual to access or update their personal data.

Questions and concerns: If you have any questions or comments, or if you want to update, delete, or change any personal data we hold, or you have a concern about the way in which we have handled any privacy matter please contact us by email or post.

How do you contact us? To contact us with any matters relating to your personal data and data protection including to make a data access request please use the following details: Email: events@hg3.co.uk and postal address: 4, Dragon Road, Harrogate, North Yorkshire, HG1 5DF

Changes to this privacy notice: We may change this privacy notice at any time and from time to time, this may be necessary due to changes in the GDPR or we change our business. We will review regularly the way that we collect and use personal data. This does mean that we may change what kind of information we collect, how we use it, how we store it and who we share it with. As a result of any review we may need to amend the privacy notice.

The most recent privacy notice will be published on our company website: www.hg3.co.uk All updates and amendments are effective immediately upon notice, which we may give by any means, including, but not limited to, by posting a revised version of this privacy notice or other notice on our company website: www.hg3.co.uk

We encourage you to review this notice often to stay informed of changes that may affect you, as your continued use of our websites signifies your continuing consent to be bound by this privacy notice. Our electronically or otherwise properly stored copies of this privacy notice are each deemed to be the true, complete, valid, authentic, and enforceable copy of the version of this privacy notice which were in effect on each respective date you visited one of our websites.