

## PRIVACY STATEMENT

In-Act Marketing & Organization B.V. (hereafter: In-Act) is a full-service, business-to-business conference and events agency specializing in the organization of international events. In this context, In-Act organizes, supports, and coordinates a variety of activities and campaigns. In delivering its services, In-Act processes personal data. In-Act handles the personal data it processes with great care and in line with the applicable statutory requirements. In this Privacy Statement, In-Act informs data subjects for what purposes In-Act processes personal data, in what way this is done, and what rights data subjects have.

### Article 1 Definitions

In-Act: In-Act Marketing & Organization;

Personal data: all data relating to an identified or identifiable natural person;

Processing of personal data: each operation or any set of operations concerning personal data;

Data subject: the person to whom personal data processed by In-Act relate;

Processor: the person who processes personal data on behalf of the person responsible, in accordance with that person's instructions and that person's express responsibility, without being that person's subordinate;

Staff member: person in the employment or under the direct authority of In-Act;

Third party: anyone who is not: the person responsible, an In-Act staff member, or any other person who processes personal data under the direct authority of the person responsible, or a processor.

### Article 2 Application

These regulations are applicable to all forms of processing of personal data by In-Act that are covered by the Personal Data Protection Act.

### Article 3 Purposes of processing personal data. In-Act exclusively processes personal data for the purposes of:

1. service delivery by In-Act;
2. the performance of In-Act's necessary (business) activities, including the registration of participants in conferences and events on behalf of In-Act's clients;
3. the performance of marketing activities, such as sending a newsletter and presenting targeted offers to data subjects.

### Article 4 Personal data

In-Act processes data that are required for the purposes mentioned in Article 3. We exclusively store and use those personal data that are provided directly by you or those that have clearly been provided to us in order to be processed. Depending on the service you require, we may collect the following data:

- Name and address
- Company name and position
- Contact data (phone number, email address)
- Payment details
- Dietary preferences and food allergies

### **Article 5 Careful handling of personal data**

1. In-Act records the required data in order to process your registration or application. The personal data that are recorded in online forms or in emails sent to us are dealt with and protected with the utmost care. In all cases, In-Act will only process those personal data that are relevant and not extraneous and that, upon application or registration, you yourself have indicated as being approved to serve the purpose of your enrolment, application, or registration.

2. The provision of your personal data to third parties

Data provided by you will not be used for commercial purposes nor will they be provided to third parties, unless you have granted explicit prior permission to do so. Provision of data without your permission will only take place if this is necessary in the performance of the agreement between you and In-Act or one of In-Act's clients or if there is a legal obligation for us to do so.

3. Each staff member is obliged to comply with the privacy regulations and bound by non-disclosure of personal data.

4. Each staff member only has access to personal data if this is required for the performance of his/her duties.

### **Article 6 Acquisition of personal data**

1. In-Act acquires personal data from the data subject him- or herself.

2. In-Act acquires personal data about the data subject from one of its clients.

3. If the personal data are not acquired from the data subject him- or herself, In-Act records in its files who has supplied the personal data.

### **Article 7 Provision of personal data**

1. Personal data that have not been anonymized will only be provided to a third party with the express permission of the data subject, unless provision to a third party is essential in the performance of the agreement with the data subject, to comply with a legal obligation to which the person responsible is held, or if provision is necessary for the protection of the vital interest of the data subject or necessary to protect the legitimate interest of the person responsible or the third party.

2. In compliance with the provisions of the Personal Data Protection Act, In-Act may subcontract the processing of personal data to a processor.

### **Article 8 Storage periods**

Except where otherwise provided on storage periods by law, personal data in a form that allows the data subject to be identified, will not be stored by In-Act for a period any longer than necessary for accomplishing those purposes for which the data have been collected and processed.

## **Article 9 Right to correction, amendment, protection, and removal**

1. The data subject is entitled to examine the processed personal data that relate to his or her person. Such examination will not be granted if this is required to protect the personal privacy of another person.
2. The data subject is entitled to correct, remove, amend, or protect personal data relating to him or her if these data:
  - a. are factually incorrect;
  - b. are incomplete or irrelevant to the processing purpose;
  - c. are otherwise processed in violation of a statutory provision.
3. A request as intended under 2. contains the changes that must be made.
4. In-Act ensures that the applicant's identity shall be properly established.
5. In-Act may reject a request as intended under 2. if it is required to process data by law or if this is necessary to protect the data subject or the rights and liberties of others, including In-Act itself.
6. In-Act will inform the applicant in writing within four weeks upon receipt of the request whether or to what extent In-Act will comply with the request.
7. In-Act ensures that a decision to correct, amend, remove, or protect will be implemented as soon as possible.

## **Article 10 Right to object**

The data subject is entitled to object to his or her data being processed in respect of certain special personal circumstances. Within four weeks upon receipt of the objection, In-Act will cease to process the personal data and inform the data subject about the actions taken.

## **Article 11 Links to other websites**

On the websites [www.in-act.nl](http://www.in-act.nl) and [www.in-act.com](http://www.in-act.com), you will also find references (hyperlinks) to third-party websites, which have not been constructed under the responsibility of In-Act. We would like to draw your attention to the fact that, when you visit these websites, the conditions of the privacy statements of these third parties are applicable. We therefore recommend that you read the privacy statements of these websites before you decide to make further use of them. In-Act will not be held responsible in any way for the content and use of these websites, nor for the possible consequences of visiting these websites.

## **Article 12 Legal protection**

1. If a request submitted under Articles 9 or 10 is rejected, the data subject may file a written request with the court to summon In-Act to grant the request or to honour the objection.
2. The petition must be filed within six weeks after receipt of In-Act's reply. If In-Act failed to reply within the aforementioned period of four weeks, the petition must be filed within six weeks after the end of that period.
3. Within the period mentioned in paragraph 2, the data subject may also turn to the personal data protection Board with the request to mediate or to advise in his or her dispute with In-Act.
4. These conditions are governed by the laws of the Netherlands.

## **Article 13**

This Statement is available on the website of In-Act Marketing & Organization: <http://www.in-act.nl/privacystatement>

## Article 14

1. This Statement shall enter into force on 1 May 2018. This Statement may be cited as "Privacy Statement In-Act Marketing & Organization".
2. For further information on the processing of personal data by In-Act or about this Privacy Statement, please contact us using any of the contact data below.

Telephone	+31-24 360 0849 Monday-Friday between 8.30 -17.30 hrs
E-mail	Use the <a href="#">contact form</a> on our website or e-mail to <a href="mailto:info@in-act.nl">info@in-act.nl</a>
Post	In-Act Marketing & Organization Mr. Franckenstraat 70 6522 AG Nijmegen The Netherlands

3. In-Act reserves the right to periodically modify and update this Privacy Statement. The new Privacy Statement shall enter into force 14 days after In-Act has announced the changes on its website.