

Processing of Personal Data for *newcleo* Events

Information pursuant to EU Regulation 2016/679 (GDPR) and the Data Protection Act 2018

This privacy notice explains how *newcleo* (hereinafter "company"), as a data controller processes your personal data when you attend company events and your rights in relation to the personal data held.

1. Data controller

The company is the data controller of your personal data and have appointed a Group Data Protection Officer who can be contacted at dpo@newcleo.com.

2. Categories of personal data that may be collected

- biographical and contact information such as your name, title, gender, address and date of birth;
- your image, audio and likeness (as captured on a webinar, in photographs or on recordings we make of any event, and on CCTV where an event is hosted at our premises);
- your qualifications, professional experience and institution or employer (where this is relevant to an event);
- identification documentation including passport details as necessary to facilitate arrangement of flights and other travel, for check-in of arranged accommodation, security verification and facilitation of the event itself;
- creating biographies of attendees or a delegate or speaker list and distributing the biography/list to speakers and attendees;
- filming, photographing or otherwise recording events and publishing such content on our website, social media accounts or other company related media;
- information about events that you have attended in the past or for which you are registered to attend in the future;
- payment details and your financial transactions where applicable in relation to any events;
- records of communications sent to you by the company (and its affiliates) or received from you;
- analysis data of our events to understand trends in participation and process any feedback;

3. Special categories of data that may be processed

- information concerning your health and medical conditions (e.g. disability and dietary needs);
- diversity information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation.

4. Legal basis for processing

The company will process your personal data either in ways you have consented to, or because it is otherwise necessary for a lawful purpose such as:

- Legitimate Interest - where it is necessary for the company's legitimate interests or the legitimate interests of a third party. This will always be weighed against your rights, interests and expectations.
- Performance of a contract – where the company have entered into an agreement or contract with you and your personal data is required to be processed in order to meet the obligations under said agreement or contract.
- Legal obligation – where we are required to by law such as the detection and prevention of crime, to assist the police and other competent authorities with investigations, financial or health and safety compliance.

5. Methods of processing

Data processing takes place in compliance with all Data Protection principles and applicable laws to ensure the security of your data.

During face-to-face events, photographs and/or video footage may be taken in which the participants may also occasionally be photographed and/or videotaped. If a participant does not wish to appear in any photographs or videos, they should make this clear to event staff. The material may be used for publication on newcleo's website and social network channels or inserted in documents intended for dissemination.

6. Obligation or right to provide data

Where we request your consent, this must be unambiguous and involve a clear affirmative action (opt-in) from you. You may withdraw your consent at any time but please be advised that this could impact your experience at the event (such as providing appropriate food and beverages).

7. Communication and dissemination of data

As part of this process, we will expect to share your personal data with:

- newcleo colleagues, our agents, contractors and service providers (including providers of accommodation, travel management, catering, IT, webinar and other support services) where applicable and where it is necessary for them to receive the information;
- our bank to whom payment details are provided in order to process a payment;
- co-organisers or partners who are involved in the delivery of an event;

We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors which means that they cannot do anything with your personal information unless we have instructed them to do it. They will hold it securely and retain it for the period we instruct.

Your personal data is only transferred (both domestically and internationally) where adequate safeguards are in place as determined by applicable Data Protection laws.

8. Your rights

You have the right to be informed, access, update, transfer, erase, object, restrict and/or rectify processing of your personal data. If the processing of personal data is based on consent, you have

the right to withdraw the consent given.

You also have the right to complain to any relevant Data Protection Supervisor if you have concerns about the use of your personal data. Contact the Group Data Protection Officer if you need assistance with this process.

9. Data retention period

The data will be retained only for the duration of the processing and deleted as soon as practically possible.

10. Group Data Protection Officer (DPO) contact

For more specific information or advice on any of the above or to exercise any of your rights please contact the Group Data Protection Officer - dpo@newcleo.com.