

GINGER OWL PRODUCTIONS (EVENTS) LIMITED PRIVACY NOTICE

Ginger Owl Productions (Events) Limited ("**Ginger Owl**") is committed to protecting the privacy of all visitors to our website and/or data entry portals ("**platform**") and other users of our services.

Please read the following privacy notice that explains how we use and protect the personal information of data subjects that has been provided to us in the course of our services. We will be the controller ("**data controller**") of the information provided to us, and when we refer to "you" we mean the person ("**data subject**") referred to in the personal data, whether that person provides the data directly to us or that data is provided on the data subject's behalf.

1. CONTACT DETAILS

If you have any queries or requests concerning this privacy notice or how we handle your data more generally, please contact us at info@gingerowl.co.uk. We will provide you on request a copy of the information that we hold about you. Additionally, you may contact us via this address to make sure that the information we have is accurate and up to date via this address from time to time.

2. HOW WE COLLECT YOUR INFORMATION

We may collect and process data through contact forms on our platform, by e-mail or otherwise in the course of providing our services to you or to persons or entities who have contracted with us to provide accreditation and other services ("**Partners**").

This data may include, without limitation, your name, address, e-mail address, phone number, payment information, photo and other information relevant to the services.

Additionally, through each of your visits to, or use of our platform, we may automatically collect:

- technical information, including the type of device(s) you use, a unique device identifier, the Internet protocol (IP) address used to connect your device(s) to the Internet, network information, browser type and version, time zone setting, browser plug-in types and versions and operating system and platform;
- information about your use of our platform including, but not limited to, traffic data; location data; weblogs and other communication data; the full Uniform Resource Locators (URL) clickstream to, through and from our platform; what you viewed or searched for; page response times, download errors; length of visits to certain pages; page interaction information (such as scrolling, clicks, and mouse-overs); and methods used to browse away from the page.

3. INFORMATION WE COLLECT FROM YOU

As part of our commitment to your privacy we want to be clear about the sorts of information we will collect from you.

When you access our platform or make enquiries of us, you may be asked to provide information about yourself including your name, phone number, email address.

We may also collect information about your usage of our platform and information about you when you contact us or provide us with feedback.

4. USE OF YOUR INFORMATION

We will only process the data we collect about you if there is a reason for doing so, and if that reason is permitted under data protection law. We will have a lawful basis for processing your information: if we need to process your information in order to provide you or the Partner with the services you / they have requested or to enter into or perform a contract; we have your consent; we have a justifiable reason for processing your data; or we are under a legal obligation to do so.

Without limitation to the above:

- We gather statistics around email opening and clicks using industry standard technologies including clear gifs to help us monitor and improve our e-newsletter. You can change your mind about this at any time and ask us not to process your personal data for direct marketing purposes, including profiling related to direct marketing. This notice also explains when we process personal data for our legitimate interests. You can ask us to stop processing this data.
- We disclose personal data when you agree that we can share data with business partners or other companies.
- We also share data where you consent to marketing and third parties we engage to process data on our behalf or when such sharing is required by law, or in certain other situations.
- We use cookies and other tracking technologies to personalise content and advertising and to make our content function better.
- Where we are under a legal obligation to do so we may use your information to comply with any legal obligation or regulatory requirement to which we are subject.

5. FRAUDULENT USE

Where we believe or detect fraudulent or malicious activity we may block you from using our platform and/or sending emails to us.

6. RETENTION OF YOUR INFORMATION

We will not retain your information for any longer than we reasonably think is necessary.

When determining the relevant retention periods, we will take into account factors including:

- our contractual obligations and rights in relation to the information involved;
- legal obligation(s) under applicable law to retain data for a certain period of time;
- statute of limitations under applicable law(s);
- our legitimate interests where we have carried out balancing tests (see section on 'How we use your personal information' above);
- (potential) disputes; and
- guidelines issued by relevant data protection authorities.

Otherwise, we securely erase your information where we no longer require your information for the purposes collected.

7. DISCLOSURE OF YOUR INFORMATION

Subject to the other terms of this notice, we may share your personal data with the following:

- **Group companies:** We may share your personal data with our affiliated or group companies worldwide for the purposes listed above. Where you give your permission via the registration process, we will also share your personal data with other Ginger Owl affiliates for them to use for direct marketing.
- **Other third parties:** We may transfer or assign personal data to third parties in connection with the sale, merger, consolidation, change in control, transfer of substantial assets, reorganisation or liquidation of Ginger Owl, or any part of it. We may share with others, at our discretion, certain aggregate statistical data about purchases and the use of our content, which data may include demographic data such as the age range and/or geographic location of groups of users. No personal data (such as names or email addresses) will be identifiable from such statistics.
- **In special circumstances:** We may disclose personal data in special cases when we have reason to believe that disclosing this data is necessary to identify, contact or bring legal action against someone who may be causing injury to or interference (either intentionally or unintentionally) with the rights or property of those described above in paragraph (a) or (b). Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if required for the legal protection of our legitimate interests in compliance with applicable laws.
- **Suppliers:** We share data with third parties who perform functions on our behalf, such as hosting or operating our platform, sending e-mails, and carrying out data analysis.

Ginger Owl will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy notice when it is transferred to third parties.

8. INTERNATIONAL TRANSFER

The data that we collect may be transferred to, and stored at, a destination within the United States or some other country outside the European Economic Area ("EEA"). For instance, if any of our, or any of our EEA-based service providers', servers from time to time are located outside the EEA; if one of our service providers or suppliers is themselves located in a country outside the EEA; or if we share your data (in accordance with the 'How we share your data' section above).

Where information is transferred outside the EEA, and where this is to a stakeholder or vendor in a country that is not subject to an adequacy decision by the EU Commission, data is adequately protected by EU Commission-approved standard contractual clauses, an appropriate Privacy Shield certification, or a vendor's Processor Binding Corporate Rules.

9. SECURITY

We adopt robust technologies and policies to ensure the personal information we hold about you is suitably protected.

We take steps to protect your information from unauthorised access and against unlawful processing, accidental loss, destruction and damage.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will take steps to protect your information, we cannot guarantee the security of your data transmitted to us via email or via our platform; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

10. YOUR RIGHTS

Under data protection law, you may have a number of rights concerning the data we hold about you. If you wish to exercise any of these rights, please contact us using the contact details set out above. For additional information on your rights please contact your data protection authority and see below.

The right to be informed. You have the right to be provided with clear, transparent and easily understandable information about how we use your information and your rights. This is why we're providing you with the information in this notice.

The right of access. You have the right to obtain access to your information (if we're processing it). This will enable you, for example, to check that we're using your information in accordance with data protection law. If you wish to access the information we hold about you in this way, please contact us.

The right to rectification. You are entitled to have your information corrected if it is inaccurate or incomplete. You can request that we rectify any errors in information that we hold by contacting us.

The right to erasure. This is also known as 'the right to be forgotten' and, in simple terms, enables you to request the deletion or removal of certain of the information that we hold about you by contacting us.

The right to restrict processing. You have rights to 'block' or 'suppress' further use of your information. When processing is restricted, we can still store your information, but will not use it further.

The right to data portability. You have the right to obtain your personal information in an accessible and transferable format so that you can re-use it for your own purposes across different service providers. This is not a general right however and there are exceptions. To learn more please get in touch.

The right to lodge a complaint. You have the right to lodge a complaint about the way we handle or process your information with the national data protection authority.

The right to withdraw consent. If you have given your consent to anything we do with your information (i.e. we rely on consent as a legal basis for processing your information), you have the right to withdraw that consent at any time. You can do this by contacting us. Withdrawing consent will not however make unlawful our use of your information while consent had been apparent.

The right to object to processing. You have the right to object to certain types of processing, including processing for direct marketing and profiling. You can object by

changing your marketing preferences, disabling cookies as set out above or by getting in touch.

11. CHANGES TO OUR PRIVACY NOTICE

Any changes to our privacy notice will be posted to our platform and, where appropriate, we will notify you of the changes for example by email or push notification.

12. COMPLAINTS

If you are not satisfied with our response to any complaint or believe our processing of your information does not comply with data protection law, you can make a complaint to the Information Commissioner's Office (ICO) using the following details:
Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Website: www.ico.org.uk

This privacy notice was last updated on 20 September 2022.