



Data and Privacy Protection Protocol

Last Updated June 11, 2019

Meeting Sites Pro, Inc. (MSP) is committed to protecting the privacy of our users. MSP strives to have a Privacy Policy that is clear and easy to understand, provides information on what we collect and why we collect it, and outlines the controls we use to safeguard your data and protect your privacy. We also outline options to review, change, and/or request to delete your information. If you have questions or concerns regarding MSP's Privacy Policy, please contact us at info@meetingsitespro.com.

Why and How MSP Collects Data

MSP is a third-party meeting planning company. We collect registration information on behalf of our clients for conferences, meetings, and events by developing and maintaining online registration sites. Data minimization is our goal so MSP develops registration forms limiting the data collected. We use the information solely for the meeting for which someone has registered. If you register for one of our meetings, we will use the information you provide to communicate with you about meeting logistics, and to prepare for and implement the meeting you registered to attend. We do not collect personally identifiable information (PII) about you unless you choose to provide that information to us via email, phone, or registration.

Types of Data Collected

The types of data we collect may include name, position title, company/institution, address, phone number, email address, date of birth, gender, passport number/expiration, dietary restrictions, and other similar personal and demographic information. We use this information for such purposes as to process your registration, generate your name badge, communicate with you about the event, coordinate travel arrangements, and to plan the logistics of the meeting.

In addition to the personal and demographic information listed above, MSP may also request financial information for purposes of collecting attendance fees or for remitting honoraria or expense reimbursement payments. For meetings requiring payment (if there is a fee to attend), registrants may choose to pay by credit card. MSP uses a Merchant Account through Bank of America to ensure Payment Card Industry (PCI) compliance and protect our customers' payment card information. Any credit card information provided to MSP will be deleted within 30 days of the meeting. For meetings involving payments to attendees (expense reimbursements, honoraria, and otherwise) registrants may receive payments via check or Electronic Fund Transfers. Information collected for the purpose of these transactions may include Social Security Numbers, EIN, routing and account numbers and other similar financial details. Financial transactions relating to the provision of our services is handled by our payment services providers and will only be used in conjunction with the provision of those services. MSP does not retain this information more than 30 days post-service except for purposes of tax reporting as required by U.S. law.

You control the information you provide to us. Our registration forms include required and optional questions. By design, required questions are limited to the information we need to process your registration and allow for participation in the meeting. If you do not want to provide the required information, you may choose not to complete the registration form. Our registration forms also include optional questions. We may ask for information about dietary and other special accommodation needs. This data allows MSP to accommodate special needs in advance. By design, these questions are



optional. If you choose to answer optional questions, the information you provide will be used solely for meeting logistics purposes. We never collect information or create individual profiles for commercial marketing purposes.

Security of Data

MSP provides secure collection, storage, safeguarding, and disposal of data. Information that you share on the website is kept strictly confidential and fully secure. Your encrypted (encoded) information is protected using "Secure Socket Layers (SSL)" as it passes between your browser and our registration website. We follow industry leading practices to ensure comprehensive data protection. MSP uses security measures to prevent the loss, misuse, alteration, or unauthorized disclosure of information under our control. Security measures including but not limited to physical, electronic, and managerial procedures to safeguard and secure the information we collect and store.

No method of transmission over the Internet, or method of electronic storage, is 100% secure, however, Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security. Only authorized persons are permitted to access your personal information. All authorized persons must abide by security privacy, and confidentiality agreements, rules and laws.

Access to Data

MSP trains employees on their roles and responsibilities to ensure your privacy is protected. We limit staff access to the data they need to perform their job. MSP provides clients the information they need to implement their meeting. MSP may share your registration information with companies and organizations that perform services on your behalf. These service providers are only authorized to use your information to perform services on your behalf and are required to protect the confidentiality of your information. We do not share, sell, rent, or trade personal information with third parties for their promotional purposes. MSP only works with service providers that comply with industry privacy and security standards.

MSP does not share personal data with third-party companies for any purposes other than necessary for attendees to participate in the meeting for which they are registered. For example, if a meeting is held in a secure building, MSP will provide the security team at the facility with the names of attendees, so registrants are allowed access to the building. If hotel reservations are required, MSP will provide the hotel names and special preferences so that registrations have confirmed accommodation. If travel coordination is required, MSP will provide personal information (names, date of birth, passport information, contact details) to the airline or travel agency for the purposes of confirming travel.

Retention Period

We retain registration data to fulfill our legal or regulatory obligations to our clients for business purposes only.

User Rights

- *Promotional Emails.* For some meetings, MSP sends meeting-specific promotional emails to announce dates for future meetings, and to share special announcements about the agenda. You can stop receiving promotional emails by submitting a request at the contact in the "Contact Us" section below or by replying to an individual email. All participants will receive



informational emails such as confirmation letters and other necessary details to facilitate your participation in the meeting.

- *Access, Change, or Delete Your Personal Information.* Registrants may contact MSP via email, info@meetingsitespro.com, to request access to review their data, change/correct your data, and/or request to delete their information. When we delete personal information, it will be removed from our active database, but it may remain in archives where it is not practical or possible to delete it. In addition, we may keep your personal information as needed to comply with our legal obligations, resolve disputes, or enforce any of our agreements.

Information Collected and Stored Automatically

If registrants choose to visit www.meetingsitespro.com or <https://portal.globalmeetingsgroup.com/>, our website (not required to register), then MSP uses "cookies" to enhance users experience with our site. Cookies are text files placed in a user's computer browser to store their preferences. We cannot use our cookies to determine any personally identifiable information about users. When you visit our website, we may store some or all of the following: the Internet protocol address from which you access the website, date and time, the name of the site from which you linked to meetingsitespro.com or one of our registration forms, the name of the file or words you searched, items clicked on a page, and the browser and operating system used. We do not share or sell visitor data for the purposes of advertising, marketing, or any other commercial purpose.

Children

MSP's services are not directed towards children and we do not seek to collect any personal information from children. If we become aware that personal information from a child under the age of 18 has been collected, we will delete such information from our database. If you believe that your child has provided MSP with their personal information, please contact us.

Social Media

MSP maintains a social media presence on sites such as Facebook, Twitter, Instagram, and LinkedIn. We do not collect any personally identifiable information through those sites, and we do not use personal information made available by the third-party sites.

Changes to our Privacy Policy

MSP regularly reviews our privacy policy and makes updates as needed. We encourage you to periodically review this site for the latest information on our privacy practices.

Questions/Contact Us.

MSP's data protection officer is Michelle Harty. If you have any questions about the MSP privacy policy, please contact our data protection officer via email, michelle@meetingsitespro.com.