

## MEETPOINT – PRIVACY POLICY

### 1. INTRODUCTION

1. This Privacy Policy governs the rights and obligations of Meetpoint and the Users in relation to the Personal Information that Meetpoint collects, receives, stores, processes or otherwise uses about the Users in connection with their use of the Site and/or the Application and/or the Services.

2. Meetpoint recommends to all the Users to carefully read this Privacy Policy. Meetpoint may change this Privacy Policy from time to time and will announce any change of the Privacy Policy on the Site and/or the Application. User's continued use of the Site and/or the Application and/or the Services thereafter means that the User accepts such changes. Any use of the Personal Information will be governed by the Privacy Policy in effect at the time Meetpoint collects, receives, stores, processes or otherwise uses such Personal information.

3. By accessing and using the Site and/or the Application and/or the Services, Users represent and warrant that they have read and understood, and that they agree to be bound by this Privacy Policy.

### 2. DEFINED TERMS

1. The following terms shall have the meaning as assigned to them hereinafter:

The **Application** is (each individually, and collectively) the Meetpoint web software application and/or mobile software application, including any documentation relating to either of them.

The **Event** is a conference or other gathering organised by the Event Organiser.

The **Event organiser** or collectively the **Event organisers** is/are the company/ies who use the Site and/or the Application and/or the Services for the organisation and management of the Event.

**Meetpoint** is the company Meetpoint d.o.o., with its registered office at Verovskova 55, 1000 Ljubljana, Slovenia with its company's number: 6977049000.

The **Participant** or collectively the **Participants** is/are the individual/s who use the Site and/or the Application and/or the Services in order to register and/or participate in an Event organised by the Event Organiser.

**Personal Information** means any information that may be used, either alone or in combination with other information, to personally identify an individual, including, but not limited to, a first and last name, a personal profile, an email address, a home or other physical address, or other contact information.

**Privacy Policy** means this Privacy Policy that governs the rights and obligations of Meetpoint and the Users in relation to the use of the Personal Information.

The **Site** is the website meetpoint.si, together with its sub-domains, content and services.

The **Services** are any Meetpoint services related to the Site and/or Application and/or any other event management services of Meetpoint.

The **User** or collectively the **Users** is/are Event organiser/s and/or Participants that use the Site and/or the Application and/or the Services.

### **3. TYPES OF PERSONAL INFORMATION THAT MEETPOINT COLLECTS**

1. When using the Site and/or the Application and/or the Services the Users may provide Meetpoint with some Personal information, however each User can control how much information they provide to Meetpoint, the Event organizer and to the other Participants.

2. In relation to the use of the Site and/or the Application and/or the Services:

- The Participants may provide Meetpoint with email, username and password; Meetpoint may also receive this information from the Event Organizer and can prepopulate certain fields in the Site and/or the Application;
- The Participants may decide to create social profiles that display their name, job title, company, links to their social profiles (Facebook, Twitter and LinkedIn) and activity;
- The Participants may provide additional information about themselves as well as respond to posts, comments, survey/poll responses and any other Site and/or Application related functions or features that may be available;
- The Event organizer may provide Meetpoint with conference agendas, customer lists, exhibitor lists and other information.

3. The only Personal Information Meetpoint actively collects from the Users, in addition to the Personal Information that the Users provide through registration, are: User's IP address, browser software, operating system, and the time and date on which the User visited the Site and/or the Application. In addition, Meetpoint may also use cookies and/or tracking technologies to track the User's usage of the Site and/or the Application in order to be able to present the Users with customized information, and for statistical and research purposes.

4. Meetpoint will not be responsible for the privacy practices or the content of Third Party's services (e.g. Facebook, Twitter and LinkedIn).

### **4. THE WAYS IN WHICH THE PERSONAL INFORMATION IS COLLECTED**

1. The Users are not required to provide Personal Information in order to access the general information available on the Site and/or Application.

2. The Personal Information may be required and/or collected from the Users in the following instances:

- In order to use certain functionalities of the Site and/or the Application, or to use certain Services, the Users may be required to create an account:
  - by completing and submitting an online registration form;
  - by creating an account in connection with the attendance of an individual Event;
  - by connecting to the designated Third Party website or service (for example LinkedIn, Facebook or Twitter);
- In case Meetpoint provides certain location-based services in connection with the usage of certain functionalities of the Site and/or the Application and/or the Services that depend on data related to the geographic location of User's mobile device;
- In case the User sends Meetpoint a "Contact Us" request, either by submitting an online form or by sending an email to Meetpoint;
- In case the User sends an email or message to friends in order to invite them to start using the Site and/or the Application and/or the Services;

- In case the User desires to purchase products or services that are available from Meetpoint or from Event Organizers or other third parties through the Site and/or the Application and/or the Services;
- In case the User desires to create a public profile in connection with User's account;
- In case Meetpoint makes use of log files, which might include information such as browser type, Internet Service Provider (ISP), internet protocol (IP) addresses, clicked pages, date/time stamp and other applicable information;
- In case Meetpoint uses cookies in order to present the Users with customized information;
- In case tracking technologies within the Application are used in order to help gather aggregate statistics.

3. In each of the instances above the Users will be:

- informed about the types of the Personal Information that will be collected;
- advised on their rights and obligations in relation to the collection of the Personal Information;
- informed about the conditions under which the Personal Information will be collected and about the purpose for their collection;
- advised on their right to opt out of the Personal Information collection.

#### **4. THE PURPOSES OF THE PERSONAL INFORMATION PROCESSING**

1. Meetpoint processes Users' Personal Information for the following purposes:

- to enable the Site and/or the Application features, for example check-ins, surveys/polls, messaging, channels, agenda sessions, exhibitors, recommendations, targeting, speakers and locations;
- to provide to the Users the support and assistance in using the Site and/or Application and/or the Services;
- to provide the Users with information about the Events that they are attending;
- to inform the Users about future Events and to send them related content and information for marketing or promotional purposes;
- to show the User's activity on the activity feeds in the Site and/or Application;
- to analyse and carry out a market research in order to improve Meetpoint's services and to develop new products and/or services;
- to contact the Users in connection with the use of the Site and/or Application and/or the Services and to send them updates or news regarding the Site and/or Application and/or the Services;
- to process complaints, handle disputes and meet statutory requirements;
- to send emails or push notifications in relation to the Events; and
- to prepopulate the Site and/or the Application fields, for example conference agendas, attendee lists, exhibitor lists and location information.

#### **5. PROTECTION OF THE PERSONAL INFORMATION**

1. Meetpoint undertakes technical and organisational measures to safeguard the security of Users' Personal Information in accordance with the applicable laws and regulations. Meetpoint will, at all times, store the Personal Information on a secure database that is protected by technical access controls.

2. Meetpoint will do its best to protect Personal Information, but can make no guarantees or assurances about its ability to prevent any loss, access or misuse and is not responsible in the event that such loss or misuse occurs.

## **6. THIRD PARTIES**

1. Meetpoint undertakes not to share Personal Information with any third parties, except when required to do so in accordance with the applicable laws and regulations (e.g. in order to meet a legal obligation or court order) and/or in the following instances:

- Meetpoint may share Personal Information with the Event Organizers or their authorized representatives;
- other Users of the Site and/or the Application and/or the Services may be able to see limited Personal Information such as User's profile and activity, which the User is willing to actively share with others;
- Meetpoint may share Personal Information to its data processors.

2. In each of the instances above:

- the Users will be:
  - informed about the types of the Personal Information that will be shared;
  - informed to which Third Party the Personal Information will be shared and for what purpose;
  - advised on their rights and obligations in relation to the disclosure of the Personal Information, and;
  - informed about the conditions under which the Personal Information will be shared with the Third Party;
- Meetpoint will undertake all the measures in accordance with the applicable laws and regulations to safeguard the protection of the Personal Information (e.g. Meetpoint will enter into agreements with event organizers and data processors);
- the Users are recommended to carefully read and review the privacy policy of the Third Party (e.g. Event organizer) to ensure they are well informed about their rights and obligations in relation to the Personal Information processing; however, Meetpoint will not be responsible for the privacy practices or the content of these Third Party services.
- the Users are recommended to carefully review the Personal Information that they are willing to share with third parties or make public (for example, Meetpoint does not actively share Personal Information with other Users; the other Users have the access only to the Personal Information that an individual User decides to actively share with them or to make public).

3. Meetpoint will not, at any time, transfer Personal Information outside the European Economic Area.

## **7. USERS' RIGHTS AND OBLIGATIONS**

1. Users may, at any time, choose whether to or not to provide or disclose Personal Information. The User who refuses to provide some mandatory Personal Information, may still use parts of the Site and/or Application and/or Services but may not be able to access certain functionalities, options or services.

2. The Users have the right to unsubscribe from receiving promotional, advertising or other related emails from Meetpoint. In order to do so, they can select an unsubscribe link which is included in every email that Meetpoint sends to the Users.

3. In case the User provides any Personal Information to Meetpoint, the User guarantees that such Personal Information is accurate and up-to-date.

4. The Users may at any time choose to delete, correct, amend, review, change or remove any of Personal Information relating to them. To do that the Users may use the tools that are available on the Site and/or Application or may send a request by email to [info@meetpoint.si](mailto:info@meetpoint.si). The email should include adequate details for Meetpoint to be able to deal with it. Meetpoint will process such a request within thirty (30) business days after its receipt.

5. Any comments or questions regarding Meetpoint's Privacy Policy may be sent to: [info@meetpoint.si](mailto:info@meetpoint.si).

## **8. PROTECTION OF CHILDREN**

The Site, the Application and the Services are not intended for the use by children under the age of 15 years. Accordingly, Meetpoint does not intend to collect Personal Information from persons under the age of 15 years. In case Meetpoint finds out that Personal Information from a person under 15 years has been collected, Meetpoint undertakes to delete such information as soon as possible.

## **8. APPLICABLE LAW AND JURISDICTION**

1. This Privacy Policy is governed by and interpreted in accordance with the laws of the Republic of Slovenia. Any disputes or other proceeding related to this Privacy Policy will be held at the competent court in Ljubljana, Slovenia.

Date, 20.10.2023

Meetpoint d.o.o.