

PRIVACY POLICY

Offsite Expo ("us", or "we") are the "data controller" in respect of your personal information. This privacy notice sets out the basis on which any of your personal information we collect from you or third parties, or that you provide to us, will be processed by us.

Please read the following carefully to understand our practices regarding your personal information and how it will be treated.

1. HOW AND WHEN WE COLLECT PERSONAL INFORMATION ABOUT YOU

We collect and process personal information when you:

- visit our website (including when registering on our site or filling in forms on our site, such as when you sign up for updates);
- register to participate in Offsite Expo as an exhibitor, visitor, speaker, buyer/specifier or press;
- contact us or request information from us in any other way;
- communicate with us via social networking websites, third party apps or similar technologies; and
- we may also collect information about you from third party sources, such as from your use of other websites which we operate and from related third parties such as sub-contractors.

2. WHAT PERSONAL INFORMATION DO WE COLLECT ABOUT YOU

We may collect and process the following personal information about you:

Submitted Information

We may collect and process the following personal information about you which you provide to us:

- contact details (such as your name, address, email address and telephone number);
- demographic information (such as age and/or other information that may identify you as an individual);
- equal opportunities information (such as ethnicity, disabilities or religion)
- password and other authentication information;
- details of your employment
- photograph;

Additional information

When you visit our website, we may also collect information from you automatically, for example using cookies and other similar technologies. A cookie is a small file of letters and numbers that we may set on your device. This type of information may include the following:

- information about your device, operating system and IP address;
- your login information;

- browser type and version;
- email response tracking; and
- information about your visit, including URL, clickstream (i.e. your journey to, through and from our site), length of visits to certain pages, and page interaction information.

3. PURPOSES FOR PROCESSING YOUR PERSONAL INFORMATION

We may process your personal information for the following purposes:

- to provide you with the information about products and services you have requested updates for and send you marketing and PR materials;
- to authenticate your access to our website;
- for system administration purposes in relation to our website and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to distinguish you from other users of our website (for example to remember your log-in details);
- to monitor your use of our website to improve the user experience and to ensure that content is presented in the most effective manner for you and for your device;
- to provide customer support and ensure we provide a good level of customer service;
- to tailor our products, services, job opportunities and any marketing or advertising so that it is more relevant to you;
- to notify you of any changes to our services;
- to conduct marketing analysis to allow us to assess trends and the effectiveness of our advertising and marketing campaigns (including using your personal information to evaluate, analyse or predict certain personal aspects relating to you, such as your preferences, economic situation, interests, and/or location);
- if you are filmed, photographed or recorded as part of any onsite activities at one of our events or as part of your interaction with our publication, your image or likeness may be used in organiser promotional material, sponsor, exhibitor and media partner coverage in print, online and on broadcast television;
- for security and fraud prevention;
- to communicate with you via email, mail and telephone;
- to ensure that our website is safe and secure; and
- to comply with applicable laws and regulations.

We may also match personal information that you provide to us directly with other information about you obtained from or held by third party sources (such as social media platforms and agencies). This may include your contact details, demographic data, your social media interactions, preferences, employment history, interests, geographic location, age or age range, gender, language and nationality.

4. LEGAL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

We will only process your personal information where we have a legal basis to do so. The legal basis will depend on the purposes for which we have collected and use your personal information. In almost every case the legal basis will be one of the following:

- consent: for example, where you have provided your consent to receive certain marketing from us. You can withdraw your consent at any time by emailing events@radar-communications.co.uk
- the legitimate business interests of Radar Media: Where it is necessary for us to understand our customers, promote our services and operate effectively as a Marketing & PR, publishing and events company, provided in each case that this is done in a legitimate way which does not unduly affect your privacy and other rights.
- compliance with law: Where we are subject to a legal obligation and need to use your personal information in order to comply with that obligation.

5. WHERE WE STORE YOUR PERSONAL INFORMATION

We will take steps which are reasonably necessary to ensure that adequate safeguards are in place to protect your personal information and to make sure it is treated securely and in accordance with this Privacy Notice.

6. HOW WE KEEP YOUR PERSONAL INFORMATION

We take steps to ensure that the personal information that you provide is retained for only as long as it is necessary for the purpose for which it was collected. After this period it will be deleted or in some cases anonymised.

Where we have collected the personal information based on your consent and we have no other lawful basis to continue with that processing, if you subsequently withdraw your consent then we will flag your record as unsubscribe, but keep your record to use for suppression from future direct marketing unless you specifically tell us not to.

7. SECURITY AND PASSWORDS

You must keep your password and any other authentication information for our website confidential. If you know or suspect that anyone other than you knows your password or any other authentication information, you must promptly notify us using the contact details below.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your information transmitted during your use of our website.

8. DISCLOSING YOUR INFORMATION

We may share your personal information with our suppliers, business partners and service providers. We may disclose your personal information to other third parties in the following cases:

- for the purposes of research, evaluation, and analysis;
- in the event that we sell any business or assets, in which case we may disclose your personal information to the prospective buyer of such business or assets
- if we or substantially all of our assets are acquired by a third party, in which case personal information held by us about our customers and visitors to our websites will be one of the transferred assets;
- if we are under a duty to disclose or share your personal information in order to comply with any legal or regulatory obligation or request; and
- to protect the rights, property or safety of us or our users, or others, and in order to enforce or apply our terms and conditions (this includes exchanging information with

other companies and organisations for the purposes of fraud protection and credit risk reduction);

Where information is provided directly to a third party, rather than directly to us, it is the responsibility of that third party to handle your personal information in accordance with data protection regulations. You will be bound by that third party's privacy statement.

9. YOUR RIGHTS

You have certain rights in relation to your personal information. These include: the right to object to the processing of your information for certain purposes, the right to access your personal information, and the ability to erase, restrict or receive a machine-readable copy of your personal information.

We will handle any request to exercise your rights in accordance with applicable law and any relevant legal exemptions. If you wish to exercise any of these rights please contact us using the contact details below.

Our site may, from time to time, contain links to and from third party websites such as our business partners and advertisers. If you follow a link to any of these websites, please note that these websites have their own privacy notices and that we do not accept any responsibility or liability for them. Please check any such third party privacy before you submit any personal information to these websites.

10. CHANGES TO THIS PRIVACY NOTICE

We may change this privacy notice at any time. The new privacy notice will be displayed on our website.

11. CONTACT US

Questions and comments regarding this privacy notice should be emailed to: events@radar-communications.co.uk or alternatively phone: 01743 290001