

Privacy Notice

Purpose:	This Privacy Notice explains how the TSA Riley group process your personal data
Applicable to:	TSA Management Group Holdings Pty Ltd and its affiliated corporate entities (TSA Riley).
Region(s):	Group

1. Introduction

This privacy notice (the “**Privacy Notice**”) explains how the TSA Riley group process your personal data in connection with your use of <https://www.tsariley.com/> (the “**Website**”) and the provision of our services, including those we make available via the Website or otherwise in connection with our business (the “**Services**”).

This Privacy Notice also explains how we process your personal data if you are another individual that interacts with our business, including if you: work for businesses that provide goods or services to us, apply to work for us, visit our premises, and attend events that we host.

Please take a moment to read this Privacy Notice as it provides you with important information about your personal data, including the rights you have in relation to it.

Any changes we make to this Privacy Notice will be posted on our Website, including to reflect any changes to our use of personal data or to comply with applicable law or regulatory requirements. Where possible we may notify you of these changes by email, but we encourage you to check this page regularly to keep up to date.

2. About us

The Website is made available by TSA Riley Pty Ltd (“TSA Riley Pty”) and the Services are made available by TSA Riley Pty and various other companies in the TSA Riley group of companies (each a “**Group Company**”).

In the rest of this Privacy Notice, where “**TSA Riley**”, “**we**”, “**us**”, “**our**” is used, this means TSA Riley Pty in relation to the Website and Services that it provides, or such other Group Company that is providing Services or that you otherwise interact with in relation to its business. Details of TSA Riley Pty Ltd and other Group Companies are set out below.

Jurisdiction	Company name	Company Number	Address
Australia/Oceania	TSA Riley Pty Ltd	71099000272	Level 8, 70 Pitt Street, Sydney NSW 2000, Australia
Australia/Oceania	DGA International Experts Pty Ltd	87632752722	Level 8, 70 Pitt Street, Sydney NSW 2000, Australia
Australia/Oceania	TSA Riley (SA) Pty Ltd	83602683063	Level 8, 70 Pitt Street, Sydney NSW 2000, Australia
Australia/Oceania	TSA Riley (ACT) Pty Ltd	79097795125	Level 8, 70 Pitt Street, Sydney NSW 2000, Australia

Jurisdiction	Company name	Company Number	Address
Australia/Oceania	TSA Riley (VIC) Pty Ltd	32165983586	Level 8, 70 Pitt Street, Sydney NSW 2000, Australia
Australia/Oceania	Henry Riley Pty Limited	77665891494	Level 8, 70 Pitt Street, Sydney NSW 2000, Australia
Australia/Oceania	TSA Riley (RGB Assurance) Pty Ltd	84 145 897 418	Level 8, 70 Pitt Street, Sydney NSW 2000, Australia
Australia/Oceania	The Footprint Calculator Pty Ltd	22 152 149 454	Level 8, 70 Pitt Street, Sydney NSW 2000, Australia
Australia/Oceania	TSA Riley LTD	9429031636919	Level 6, Jarden House, 21 Queen Street, Auckland, 1010, New Zealand
Europe	CHRONOS NORTH LTD	13707255	3 Dorset Rise, London, England, EC4Y 8EN
Europe	DGA (UK) LTD	06614034	3 Dorset Rise, London, England, EC4Y 8EN
Europe	TSA Riley Limited	14554456	3 Dorset Rise, London, England, EC4Y 8EN
Europe	D2 Global Holdings Ltd	15901573	Floor 12 111 Piccadilly, Manchester, United Kingdom, M1 2HY
Europe	D2 Global Ltd	07550270	Floor 12 111 Piccadilly, Manchester, United Kingdom, M1 2HY
Canada	D2 Infrastructure Inc	1000020383	Unit 406A, 111 Peter Street, Toronto, Ontario
Asia	TSA MANAGEMENT SDN. BHD.	202101014535 / 1414835-U	Unit 30-01, Level 30, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, NO 8, Jalan Kerinch, 59200 Kuala Lumpur, Malaysia

Each TSA Riley entity described above is a controller of personal data for the activities described in this Privacy Notice.

Please contact us using our contact details in the [How to contact us](#) section.

3. How to contact us

If you want more information or have any questions about our processing of your personal data or this Privacy Notice you can contact us by visiting our Website and selecting 'Get In Touch'.

4. How we collect and receive personal data

We collect and receive personal data through the following methods:

- **Personal data you provide to us.** You may give us your personal data directly, for example, when you use or purchase our Services, contact us with enquiries, complete forms on our Website, subscribe to receive our marketing communications or provide feedback to us.
- **Personal data we collect automatically, including through cookies and other similar technologies.** When you access and use our Website, we may collect Technical Data and Usage Data automatically, including through our use of cookies and other similar technologies. For more information about this data, please see our [Processing Activities Schedule](#). For more information about our use of cookies and other similar technologies, please see the [Cookies](#) section.
- **Personal data we receive from third parties.** We may receive personal data from third parties. Such third parties may include event suppliers and organisations we work with, analytics providers, data suppliers, third-party directories and third parties that provide technical services to us so that we can provide our Website and our Services.
- **Personal data that is publicly available.** We may collect personal data that is available from public sources (including media publications) or that you or a third party may otherwise publish (for example on websites, posts on social media platforms, or speeches at events).

5. Personal data we control

We may process or otherwise be a controller of the following personal data:

- **Identity Data.** Name (first, middle, and last); and title.
- **Contact Data.** Email address; telephone number; social media handle; and postal/delivery address.
- **Professional Data.** Job title; and organisation that you represent (where you or your organisation supplies products or services to us).
- **Image Data.** Photos or video recordings that feature you or your likeness, social media pages which we take or obtain, for example when you visit our premises or when you attend events that we host.
- **Transaction Data.** Details of Services purchased from us or services that we may purchase from you or the organisation that you work for, including payment information (such as payment card details, bank account details and billing address).
- **Profile Data.** Date of birth; gender; personal pronouns; country of residence; nationality; information about your interests, affiliations and preferences, including any dietary requirements; other information that you supply in connection with your use of our Website or social media pages, or in your interactions with us (including in relation to your provision of feedback or responses to our surveys, or your attendance at an event); and the content of any communications when you contact us.
- **Usage Data.** Data observed or collected in relation to browsing activity on our Website, interaction with our emails or attendance at our events. This may include information about pageviews and events on our Website; information about the webpage or other source that users were previously on before reaching our Website; information about when a browsing session started and ended; and information about sessions attended and networking interactions at our events.

- **Technical Data.** IP address; details of the Website that you are viewing, such as full web page URL; browser type, device type and operating system and any other information available to us about the device you are using; location data, including the geographic location (which may be approximate, like the city or region you are in, or more precise) of a device derived from IP address, GPS signals or information about a device's connection with local Wi-Fi equipment; diagnostic data (including crash logs, launch time, hang rate and energy use, and any other data collected for technical diagnostics purposes), and any relevant unique identifiers assigned to a device or browser (including cookie identifiers).
- **Social Media Data.** Information that is logged by third-party providers of social media platforms in relation to events that users take in relation to our social media pages or content. Events can include views, clicks, following or unfollowing, and any other types of interaction with our page or content, and the data that is recorded by the third-party providers of social media platforms may include information about the person taking the action and the device they are using, such as social media handles, the date and time of the event, the country/city (derived from IP address or social media profiles) of the user, age/gender information and the type of device used. Unless specified otherwise in this Privacy Notice, this personal data is not shared with us, but third-party social media providers may use it to provide us with anonymous and aggregate statistics about our social media pages and content, and we may be a joint controller of this personal data, as described in the [Social media pages and insights](#) and [Social Media Partners](#) sections.
- **Incident Data.** Information about any injury that you suffer or incident you may be involved in (including witness) at an event hosted by us or if you visit our premises, including any personal data you or others provide (including any factual description and opinions); details of any injury suffered; actions taken by us or others in response to the incident or injury, including details of any medical assistance or treatment that has been provided or advised (e.g. first aid applied, onsite paramedic or paramedic technician attended, advised to visit hospital, hospitalised); and any other personal data collected during the process of completing our incident report.
- **Communications Data.** Marketing preferences; and service communication preferences.
- **Recruitment Data.** Profile Data (to the extent that it is relevant to our recruitment activities or you volunteer it during our recruitment process), together with other information including details of your eligibility to work (including documents and information that we may collect to verify this); your work preferences (including areas and dates where you are available for work); skills, qualifications, training and work history; any personal data which appears in your curriculum vitae or application; and any other personal data that you volunteer during our recruitment process.

6. Our processing activities

We process your personal data for the following purposes:

- to provide you with our Website;
- to provide you with Services;
- to deal with client services and enquiries, and carry out surveys and obtain feedback;
- to carry out insight and analysis;
- to carry out marketing activities;
- for recruitment purposes; and
- for business administration and legal compliance purposes, including to exercise or defend legal claims.

For more information about our processing activities, including the personal data that is processed in connection with those activities, please see our [Processing Activities Schedule](#).

7. Cookies

Where indicated in this Privacy Notice, cookies, web beacons, pixel tags and other similar technologies (“**Cookies**”) may be used for the purposes described in this Privacy Notice. In addition to the information set out in this Privacy Notice, you can find out further information about the Cookies that we use on our Website and learn how you can manage your consent to the use of non-essential Cookies, by visiting [Cookie Preferences](#). A link to our Cookie Preferences is also available in the widget in the footer of our Website.

In some cases, the Cookies that we use may be provided by a third party. Information about you may be shared with the relevant third party and used in accordance with their privacy notice.

In addition, where we use Cookies relating to services provided by Google, Google has published information about how it uses personal data in connection with its services [here](#). Google also provides further information about how it uses personal data in connection with Google Analytics [here](#). If you do not want your personal data to be used for the purposes of Google Analytics, you can install the Google Analytics opt-out browser add-on (but please note that this will only work on certain browsers) which is available [here](#).

You can also manage your Cookie preferences using functionality provided by your browser, but please be aware that to use some parts of our Website you will need to allow essential Cookies. If you block essential Cookies, some parts of our Website may not work properly, or you may not be able to access our Website.

For more general information about Cookies and managing Cookies, including blocking or deleting cookies for a wide variety of browsers, visit [All About Cookies](#).

8. Sharing personal data

We only share personal data with third parties or other entities within our group of companies when we are legally permitted to do so. When we share personal data with others, we put contractual arrangements and security mechanisms in place to protect the personal data and to maintain the confidentiality and security of it.

The circumstances where we may typically share personal data are set out below, though there may be other circumstances where we need to share personal data that are not set out below.

- **Group Companies.** We share personal data between companies in the TSA Riley group. The TSA Riley group has entities based in various jurisdictions, including Australia, Canada, Malaysia, New Zealand, the Republic of Ireland, and the United Kingdom. The Group Companies process personal data to enable the TSA Riley group to provide its services to clients, maintain accounts and records, and promote its services. This data sharing is necessary for client relationship management, marketing and insight purposes, enterprise resource planning, IT and support services (including the provision and management of a centralised client database).
- **Third-party suppliers who provide applications/ functionality, data processing or IT services.** We share personal data with third parties who support us in providing our Website and help provide, run and manage our internal IT systems. Such third parties may include providers of information technology services, physical and cloud-based storage providers, cloud-based software-as-a-service providers, identity management, website design, hosting and management, data analysis and insight, data back-up, and security services. These service providers may process personal data in countries around the world – see the [International Transfers of Personal Data](#) section for more information.
- **Payment providers and banks.** We share personal data with third parties who assist us with the processing of payments.
- **Delivery and courier companies.** We share personal data with suppliers who assist us in the delivery of documents, information and materials.
- **Third-party marketing and client relationship management specialists.** We share personal data with specialist suppliers who assist us in managing our marketing database and activities, and sending out our marketing and account-related communications.

- **Event partners and suppliers.** When we run events, we will share personal data with third-party service providers that are assisting us with the operation and administration of that event. If we are running an event in partnership with other organisations, we will share personal data with such organisations for use in relation to the event.
- **Recruitment agencies and related organisations.** We share personal data with external recruiters and third-party providers that undertake background checks on our behalf.
- **Auditors, lawyers, accountants and other professional advisers.** We share personal data with professional services firms who advise and assist us in relation to the lawful and effective management of our organisation and in relation to any disputes we may become involved in.
- **Law enforcement or other government and regulatory agencies and bodies.** We share personal data with law enforcement or other government and regulatory agencies or other third parties as required by, and in accordance with, applicable law or regulation.
- **Business partners.** We may also disclose personal data to third parties:
 - if we sell or buy any business or assets, in which case we may disclose personal data to the prospective seller or buyer of such business or assets; or
 - if we or substantially all our assets are acquired by a third party, in which case personal data held by us will be one of the transferred assets.
- **Other third parties.** Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, or to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.

9. Your rights

You have the following rights in relation to your personal data:

- **Your right of access.** If you ask us, we will confirm whether we are processing your personal data and, if so, provide you with a copy of that personal data (along with certain other details). If you require additional copies, we may charge a reasonable fee for producing those additional copies.
- **Your right to rectification.** If the personal data we hold about you is inaccurate or incomplete, you are entitled to have it rectified. If we have shared your personal data with others, we'll let them know about the rectification where possible. If you ask us, where possible and lawful to do so, we will also tell you who we've shared your personal data with so that you can contact them.
- **Your right to erasure.** You can ask us to delete or remove your personal data in some circumstances, such as where we no longer need it or where you withdraw your consent (where applicable). If we have shared your personal data with others, we will let them know about the erasure where possible. If you ask us, where it is possible and lawful for us to do so, we will also tell you who we have shared your personal data with so that you can contact them directly.
- **Your right to restrict processing.** You can ask us to "block" or suppress the processing of your personal data in certain circumstances such as where you contest the accuracy of that personal data or you object to us processing it for a particular purpose. This may not mean that we will stop storing your personal data but, where we do keep it, we will tell you if we remove any restriction that we have placed on your personal data to stop us processing it further. If we've shared your personal data with others, we'll let them know about the restriction where it is possible for us to do so. If you ask us, where it is possible and lawful for us to do so, we'll also tell you who we've shared your personal data with so that you can contact them directly.
- **Your right to data portability.** You have the right, in certain circumstances, to obtain personal data you have provided to us (in a structured, commonly used and machine-readable format) and to reuse it elsewhere or to ask us to transfer it to your chosen third party.

- **Your right to object.** You can ask us to stop processing your personal data, and we will do so, if we are: (i) relying on our own or someone else’s legitimate interest to process your personal data, except if we can demonstrate compelling legal grounds for the processing; or (ii) processing your personal data for direct marketing purposes.
- **Your rights in relation to automated decision-making and profiling.** You have the right not to be subject to a decision when it is based on automatic processing, including profiling, if it produces a legal effect or similarly significantly affects you, unless such profiling is necessary for the entering into, or the performance of, a contract between you and us.
- **Your right to withdraw consent.** If we rely on your consent (or explicit consent) as our legal basis for processing your personal data, you have the right to withdraw that consent at any time. You can exercise your right of withdrawal by contacting us using our contact details in the [How to contact us](#) section or by using any other opt-out mechanism we may provide, such as an unsubscribe link in an email.
- **Your right to complain to us.** If you believe that our processing of your personal data does not comply with applicable privacy laws or you otherwise have a concern about the way we have handled your personal data, you have the right to complain to us. If you wish to submit a complaint, please contact us using the contact details provided in the [How to contact us](#) section. Once we receive your complaint, we will acknowledge receipt within 30 days. We will then take appropriate steps to investigate the matters you have raised and will keep you informed of our progress. We will notify you of the outcome of your complaint without undue delay.
- **Your right to complain to a data protection regulator.** In addition to your right to complain to us, in certain jurisdictions you have the right to complain to a data protection regulator about our handling of your personal data, including a data protection regulator in your place of residence or in any jurisdiction in which your data protection rights were infringed. The data protection regulators applicable to the locations in which we operate are set out in the table below.

Jurisdiction	National data protection regulator(s)
Australia	Contact details for the Office of the Australian Information Commissioner at https://www.oaic.gov.au/privacy/privacy-complaints/lodge-a-privacy-complaint-with-us
Canada	Contact details for the Office of the Privacy Commissioner of Canada can be found at https://www.priv.gc.ca/en/report-a-concern/file-a-formal-privacy-complaint/
European Union	Details of national data protection regulators (‘supervisory authorities’) can be found at http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm
Malaysia	Contact details for the Department of Personal Data Protection can be found at https://www.pdp.gov.my/ppdpv1/en/main-page/?lang=en
New Zealand	Contact details for the Office of the Privacy Commissioner can be found at https://www.privacy.org.nz/your-rights/making-a-complaint-to-the-privacy-commissioner
Republic of Ireland	Contact details for the Data Protection Commission can be found at https://forms.dataprotection.ie/contact
United Kingdom	Contact details for the Information Commissioner’s Office at https://ico.org.uk/make-a-complaint/

10. Security and handling of personal data

We are committed to keeping personal data secure and we have implemented technical and organisational measures to protect personal data under our control from unauthorised access, improper use or disclosure, unauthorised modification and unlawful destruction or accidental loss. These measures include information security policies, regular patching of system vulnerabilities, the protection of all system entry points by firewalls, and endpoint protection through industry standard anti-virus software. Our personnel receive mandatory cyber-security and data protection training, and we also ensure that our personnel and data processors (third parties that process personal data on our behalf) are obliged to respect the confidentiality of personal data under our control.

11. How long we keep your personal data

We will only keep your personal data for as long as necessary for the purposes set out in this Privacy Notice. We will retain and use your personal data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

If any personal data is only useful for a short period (e.g. for a specific activity, promotion or marketing campaign), we will not retain it for longer than the period for which it is used by us.

If you have opted out of receiving marketing communications from us, we will need to retain certain personal data on a suppression list indefinitely so that we know not to send you further marketing communications in the future. However, we will not use this personal data to send you further marketing unless you subsequently opt back in to receive such marketing.

12. Third-party links and services

This Privacy Notice only applies to personal data processed by us. Our Website may contain links to third-party websites, apps or services. We have no control over these third-party websites, apps or services and this Privacy Notice does not apply to your interaction with the relevant third parties.

13. Personal data of minors

Our Website and Services are not intended for use by, or targeted at, minors (individuals under the age of 18). However, this does not prevent minors from providing data to us. Where we do process personal data of minors, we will comply with all applicable laws and regulations relating to that processing.

14. If you fail to provide your personal data

Where we are required by law to collect personal data, or we need to collect personal data under the terms of a contract we have with you, and you fail to provide that personal data, we may not be able to fulfil any obligations that we owe to you, and we may not be able to enter into or perform a contract with you. This may apply where you do not provide personal data that we need to provide our Services. In these circumstances, we may have to cancel the provision of the relevant Services to you, in which case we will notify you.

15. International transfers of personal data

Transfers within the TSA Riley group

The TSA Riley group operates in Australia, Canada, Malaysia, New Zealand, the Republic of Ireland and the United Kingdom. Accordingly, your personal data may be transferred within the TSA Riley group to those countries. For more information on why we share such personal data – please see the [Sharing personal data](#) section.

Transfers by us to third parties

We may transfer personal data to third parties as described in the [Sharing personal data](#) section. This includes cloud storage providers with data centres in the United Kingdom and client relationship management providers with data centres in Australia and the United Kingdom. From time to time, the third parties we work with may be based in other jurisdictions.

Transfer mechanisms

Some of the transfers described above may be to countries that do not have data protection laws or regulators that protect personal data to the same standard as the country from which the personal data were transferred, or that do not provide individuals with the same rights as those available in their country of residence. When transferring personal data to such countries, we usually rely on one of the following:

- a. **Adequacy decisions:** We may transfer personal data to countries or organisations that have been deemed to provide an adequate level of protection for personal data by the relevant regulatory or government body. Where the EU or UK GDPR applies, this may include transfers to countries that have been deemed by the European Commission or the UK Government or organisations that participate in the Data Privacy Framework listed [here](#).
- b. **Contractual safeguards:** We may use standard-form contracts that have been approved by the relevant regulatory or government body as providing an adequate level of protection for personal data. Where the EU or UK GDPR applies, this includes “Standard Contractual Clauses” or “SCCs” approved by the European Commission or the UK Government, as described at https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/standard-contractual-clauses-scc_en (EU) and <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/international-transfers/international-data-transfer-agreement-and-guidance/> (UK). You can also contact us using the contact details set out in the [How to contact us](#) section.

From time to time, we may also rely on other safeguards where available under applicable data protection law.

16. Social Media Partners

Where the GDPR applies, this section provides information about third parties that may be a controller of your personal data in relation to certain activities described in this Privacy Notice, meaning that the third party may (alone or jointly with us) determine how and why they will use your personal data.

Meta (Facebook and Instagram)

Where we receive insights from Meta for the purposes described in the [Social media pages and insights](#) section, we are joint controllers with Meta in relation to Meta’s processing of their Social Media Data to provide those insights to us. For more information, please see Meta’s Information about Page Insights Data [here](#).

For further information about how Meta uses your personal data in connection with these activities, including the legal basis Meta relies on and the ways to exercise your data subject rights in respect of Meta’s processing, please see Meta’s Privacy Policy at <https://www.facebook.com/about/privacy>.

LinkedIn

Where we receive insights from LinkedIn for the purposes described in the [Social media pages and insights](#) section, we are joint controllers with LinkedIn in relation to LinkedIn's processing of their Social Media Data to provide those insights to us.

For further information about how LinkedIn uses your personal data in connection with these activities, including the legal basis LinkedIn relies on and the ways to exercise your data subject rights in respect of LinkedIn's processing, please see LinkedIn's Privacy Policy at <https://www.linkedin.com/legal/privacy-policy>.

Processing Activities Schedule

This Schedule sets out detailed information about the purposes for which we process the personal data described in the [Personal data we control](#) section and the lawful bases we rely on to do so.

This Schedule is split into the following sections – please click on the link below to be taken to the relevant section:

1. [Providing our Website and carrying out other online activities](#)
2. [Provision of Services](#)
3. [Client Services, Feedback and Relationship Management](#)
4. [Insight and Analysis](#)
5. [Marketing Activities](#)
6. [Recruitment](#)
7. [Business Administration, Compliance and Legal Affairs](#)

1. Providing our Website and carrying out other online activities

Purpose and Personal Data Processed	Description	Lawful Basis
<p>Delivery of our Website</p> <p><i>Technical Data</i></p>	<p>To provide our Website to you, including ensuring that we are showing you the correct notices and information, and recording your preferences in relation to our Cookies.</p> <p>Essential Cookies are used on our Website for this purpose. Please see the Cookies section for further information.</p>	<p>Legitimate interests – to provide our Website effectively.</p> <p>Compliance with a legal obligation.</p> <p>Performance of a contract.</p>
<p>Support, maintenance and security</p> <p><i>Identity Data</i></p> <p><i>Contact Data</i></p> <p><i>Technical Data</i></p>	<p>To administer and protect our Website and users (including troubleshooting, fixing errors, analysis, testing, system maintenance, support, and security, including for fraud monitoring and prevention).</p> <p>To respond to user enquiries/offer support to users. We may use your information to respond to your enquiries and solve any potential issues you might have with the use of our Website.</p> <p>To request feedback and to contact you about your use of our Website.</p> <p>Essential Cookies are used on our Website for this purpose. Please see the Cookies section for further information.</p>	<p>Legitimate interests – to run our business and to protect us and our users from harm.</p> <p>Compliance with a legal obligation.</p>
<p>Provision of location-based and other special features</p> <p><i>Technical Data</i></p>	<p>To provide you with location-based and other special features through our Website by accessing your device’s location or other functions, to use your location when you use certain parts of our Website that provide location-based functionality. For instance, if you choose to share your location, we may use that data to redirect you to a region-specific version of our Website.</p>	<p>Consent through permissions granted on your device.</p> <p>Consent can be updated or withdrawn at any time through your browser or device settings. In relation to our Website, you can change permissions through your browser settings. For example, in Chrome go <i>Settings > Privacy and Security > Site settings</i>. Please note that other browsers may differ.</p>
<p>Website development and improvement</p> <p><i>Usage Data</i></p> <p><i>Technical Data</i></p>	<p>To develop and improve our Website, including content that we make available, through insight and analysis that we carry out in relation to the use of our Website as described in the Insight and analysis section.</p> <p>Non-essential Cookies are used on our Website for this purpose. Please see the Cookies section for further information.</p>	<p>Consent (where non-essential Cookies are used on our Website).</p> <p>Legitimate interests – to improve and enhance our Website (where non-essential Cookies are not used).</p>

2. Provision of Services

Purpose and Personal Data Processed	Description	Lawful Basis
<p>Supply of our Services</p> <p><i>Identity Data</i></p> <p><i>Contact Data</i></p> <p><i>Transaction Data</i></p> <p><i>Professional Data</i></p>	<p>To register you as a client (as an individual or corporate client).</p> <p>To process and deliver your order for our Services, including to manage and collect any fees or charges from you (or your organisation).</p> <p>To maintain our client databases.</p> <p>To keep a record of transactions for our Services.</p>	<p>Performance of a contract.</p> <p>Legitimate interests – to provide the Services in an effective, safe and efficient way, and to exercise our rights in relation to transactions, including to receive payment of monies owed to us.</p> <p>Compliance with a legal obligation.</p>
<p>Administration of Events</p> <p><i>Identity Data</i></p> <p><i>Contact Data</i></p> <p><i>Profile Data</i></p> <p><i>Image Data</i></p> <p><i>Professional Data</i></p> <p><i>Usage Data</i></p> <p><i>Technical Data</i></p>	<p>To register you as a visitor or exhibitor at one of our events. If you are a speaker at our event, we may publish your name in association with the event.</p> <p>To provide you with important information about our events.</p> <p>To facilitate your travel to our events, if you are a speaker or exhibitor.</p> <p>To make other logistical arrangements with you in connection with your attendance at the event (e.g. in respect of your exhibitor space).</p> <p>Photographs and video footage may be taken at our events and published for promotional and advertising material.</p> <p>We may send you SMS for operational purposes and the smooth running of an event, e.g. to inform of a travel update.</p>	<p>Performance of a contract.</p> <p>Legitimate interests – to provide information about speakers at an event.</p> <p>Legitimate interests – to promote our events. You can opt out of your image being used at any time.</p> <p>Legitimate interests – to provide necessary information about our events.</p> <p>Explicit consent (in respect of any special category data).</p>

3. Client Services, Feedback and Relationship Management

Purpose and Personal Data Processed	Description	Lawful Basis
<p>Client services and general enquiries</p> <p><i>Identity Data</i></p> <p><i>Contact Data</i></p> <p><i>Transaction Data</i></p> <p><i>Profile Data</i></p> <p><i>Professional Data</i></p> <p><i>Communications Data</i></p>	<p>To manage and respond to any enquiry that you submit to us.</p>	<p>Legitimate interests – to help with your enquiry, provide a good standard of service and improve our client services.</p>
<p>Social media pages and insights</p> <p><i>Identity Data</i></p> <p><i>Contact Data</i></p> <p><i>Social Media Data</i></p>	<p>To publish pages on social media (including LinkedIn, Facebook, or Instagram) relating to our Website, Services and business. These pages help social media users discover and engage with us, and help us promote, and keep social media users updated about, our business.</p> <p>To gain insight into our social media pages, we may receive insights from the third-party provider of the social media platform about how users interact with our pages. We receive this information so that we can understand how many people saw our social media content, which content people are engaging with the most, actions users are taking on our pages (such as whether they are visiting our Website after visiting our pages, clicking on any content), and the demographics (such as age, gender and location) of those that view our social media pages. These insights are derived from personal data that the third-party provider of the social media platform processes and are only provided to us in the form of anonymous and aggregate statistics – we do not receive your personal data or any information that we can use to identify you when we receive these insights.</p> <p>In addition, we may also see who has ‘liked’ or shared content that we post on social media (including when you interact with any ‘like’ or similar embedded feature on our Website).</p> <p>Note, we may be joint controllers with the relevant social media platform in relation to the insights that</p>	<p>Legitimate interests – to improve our online presence and promote our Website and Services via social media.</p> <p>Legitimate interests – to improve the content that we post on social media, including to ensure that our content is relevant to persons that we would like to engage with on social media.</p>

Purpose and Personal Data Processed	Description	Lawful Basis
	we receive. For more information, please see the Social Media Partners section.	
Managing our relationship with you or the organisation you work for <i>Identity Data</i> <i>Contact Data</i> <i>Profile Data</i> <i>Transaction Data</i> <i>Professional Data</i> <i>Communications Data</i>	To manage our relationship with you or the organisation you work for (where your organisation is a client of, or supplier to us), including to contact you about any matter concerning an order for our Services that you have placed, to contact our suppliers about goods or services that we have purchased or may purchase from them, and to provide you with other important information (including about changes to our terms and conditions or this Privacy Notice).	Performance of a contract. Legitimate interests – to provide those that we work with the best experience and to ensure effective business administration. Legitimate interests – to effectively manage our supply chains. Compliance with a legal obligation – to comply with our consumer rights and privacy obligations.
Survey and feedback <i>Identity Data</i> <i>Contact Data</i> <i>Transaction Data</i> <i>Profile Data</i> <i>Communications Data</i>	To help us to monitor and improve our Website and Services, and to assist with the selection of future services lines and to train our personnel, we may carry out surveys or ask you for feedback.	Legitimate interests – to improve our Website and our Services and provide them in an effective way.
Public Relations and Media <i>Identity Data</i> <i>Contact Data</i> <i>Profile Data</i> <i>Professional Data</i> <i>Communications Data</i>	To respond to media enquiries and requests (including interview requests, requests for comment, and requests for information) that we receive, or address reports in the media that concern us, we may process personal data relating to journalists, reporters and other media professionals. We may also send these persons corporate communications and other information by email for media and public relations purposes.	Legitimate interests – to ensure that our business is fairly and accurately represented in the media. Legitimate interests – to provide the right information to those who request it or otherwise have an interest in receiving it.

4. Insight and Analysis

Purpose and Personal Data Processed	Description	Lawful Basis
<p>Insight and analysis</p> <p><i>Technical Data</i></p> <p><i>Usage Data</i></p> <p><i>Profile Data</i></p>	<p>To carry out insight and analytics, including:</p> <ul style="list-style-type: none"> to carry out insight and analytics in relation to our Website, including counting user visits to our Website, combining this with general insights about our users’ interests and browsing habits so that we can understand the type of user that our Website appeals to, and learning what content and features of our Website are most popular – these insights and analytics are used for the purposes described in the Website development and improvement section; to count the open rate and measure the effectiveness of our marketing emails; to gain general insights about clients and their purchase or use of our Services, so that we can develop future services lines; and to analyse the success of our events, including assessing sign-up rates, monitoring social media, online forums, and other online content, and collecting and analysing event feedback. <p>Non-essential Cookies are used our Website for this purpose. Please see the Cookies section for further information.</p>	<p>Legitimate interests – to develop and improve our Website and our Services and to support other activities described in this Privacy Notice (where non-essential Cookies are not used).</p> <p>Consent (where non-essential Cookies are used).</p>

5. Marketing Activities

Purpose and Personal Data Processed	Description	Lawful Basis
<p>Marketing communications</p> <p><i>Identity Data</i></p> <p><i>Contact Data</i></p> <p><i>Communications Data</i></p>	<p>To promote our Website, our Services, or to otherwise promote our business (including events), via email, telephone or post.</p>	<p>Legitimate interests – to grow our business.</p> <p>Consent if requested.</p> <p>You can unsubscribe from our email marketing by clicking the ‘unsubscribe’ link in our emails.</p> <p>You can also ask us to stop using your personal data for our direct marketing activities by contacting us using the details set out under the How to contact us section.</p>

6. Recruitment

Purpose and Personal Data Processed	Description	Lawful Basis
Recruitment <i>Identity Data</i> <i>Contact Data</i> <i>Recruitment Data</i>	<p>To assess your suitability for any of our positions that you apply for.</p> <p>To communicate with you about the recruitment process.</p> <p>To keep records about our recruitment process.</p> <p>To comply with our legal and regulatory obligations in relation to recruitment.</p> <p>To review our equal opportunity profile in accordance with applicable legislation.</p>	<p>Legitimate interests – to ensure that we can make the best recruitment decisions.</p> <p>Performance of a contract or to take steps at your request prior to entering into a contract.</p> <p>Compliance with a legal obligation.</p>

7. Business Administration, Compliance and Legal Affairs

Purpose and Personal Data Processed	Description	Lawful Basis
Business administration and legal compliance <i>Identity Data</i> <i>Contact Data</i> <i>Professional Data</i> <i>Image Data</i> <i>Transaction Data</i> <i>Profile Data</i> <i>Usage Data</i> <i>Technical Data</i> <i>Social Media Data</i> <i>Incident Data</i> <i>Communications Data</i> <i>Recruitment Data</i>	<p>To comply with our legal obligations.</p> <p>To respond to requests for information from competent authorities.</p> <p>To prevent and detect fraud and other criminal activity that may be perpetrated against our business.</p> <p>To enforce our legal rights or defend against potential legal claims.</p> <p>To protect the rights of third parties.</p> <p>To facilitate a business transition such as a merger, reorganisation, acquisition by another company, or sale of any of our assets.</p>	<p>Legitimate interests – to operate our business effectively.</p> <p>Compliance with a legal obligation.</p>
Security <i>Identity Data</i> <i>Contact Data</i> <i>Image Data</i>	<p>To implement and manage physical security measures.</p> <p>Security measures are in place at our premises, including CCTV and building access controls. There are signs in place showing that CCTV is in operation. The images captured are securely stored and only accessed on a need-to-know basis (e.g. to look into an incident). CCTV recordings are typically automatically overwritten after a short period of time unless an issue is identified that requires investigation (such as a theft).</p> <p>Visitors to our premises may be required to sign in on arrival and where that is the case, we will keep a record of visitors for a short period of time. Our visitor records are securely stored and only accessible on a need-to-know basis (e.g. to look into an incident).</p>	<p>Legitimate interests – to keep our premises secure and provide a safe environment for our personnel and visitors to our premises.</p>
Health, Safety and Incidents <i>Identity Data</i> <i>Contact Data</i>	<p>To report or manage a health and safety or other type of incident that occurs at our premises at one of our events.</p>	<p>Compliance with a legal obligation.</p> <p>Legitimate interests – to effectively manage an incident, including to</p>

Purpose and Personal Data Processed	Description	Lawful Basis
<i>Profile Data</i> <i>Incident Data</i>		assess our handling of an incident to help us improve our processes. Necessary to protect vital interests.