

## Privacy Policy

### 1. About this Privacy Policy and Meeting Mojo

- a) In this Privacy Policy, "Meeting Mojo" refers interchangeably and independently to Meeting Mojo Limited. This company provides event management software in various territories around the world.
- b) This Privacy Policy explains the way in which Meeting Mojo handles data it holds concerning you and your company. Our aim is to reassure you that we handle your data professionally and in line with prevailing legislation in the territories in which Meeting Mojo products are promoted or used.
- c) As this Privacy Policy covers a number of different Meeting Mojo products and services, some sections may not be relevant to you.

### 2. Information collection

- a) Meeting Mojo collects information ("User Information") from 2 categories of individuals. The first category ("Event Managers") includes individuals who are interested in purchasing, or have purchased, a Meeting Mojo product. If you are an Event Manager, Meeting Mojo collects information about you and/or your company when you register to purchase or use products or services available from Meeting Mojo, or contact us directly via email or our online Support Desk. The second category ("Attendees") are individuals who have submitted their User Information to an Event Manager when registering for an event, and subsequently register and/or log in to a Meeting Mojo website ("Website") and use its online functions. If you are an Attendee, Meeting Mojo collects information about you and/or your company ("User Information") when your Event Manager submits it to us, or when you register on a Meeting Mojo website.
- b) If you are an Event Manager, we will collect information from you that may include your name(s), address, email address, telephone number and job function, and the name of the company you work for.
- c) If you are an Attendee, as a minimum we will collect your name(s) and email address, and usually your job function and the name of the company you work for. We also collect any additional user information that may be provided by your Event Manager, or by you when you edit or add to the information already on a Meeting Mojo Website. This additional information is usually limited to descriptions of your company, its activities, history and business offerings, and your business biography. We will also store interpersonal messages and meeting scheduling information you generate via the Website.
- d) As a user of a Meeting Mojo product, you can ask us to send you any or all of your User Information. We will respond to any such request within 30 days. If we deem your request unreasonable or unlawful, we will tell you why in writing. Fees may apply if your request places an undue burden on our resources.

### 3. Use of information

#### **All Users:**

**Meeting Mojo does not sell, share, or rent User Information to third parties other than as disclosed in this Privacy Policy. Any use of User Information not disclosed in this Privacy Policy will only be made with your permission.**

#### **Event Managers:**

- a) By registering to use or receive a Meeting Mojo demo, product or service you agree that Meeting Mojo may contact you by post, telephone, or email or fax to keep you updated on arrangements being made for the product or service for which you have registered.
- b) Subject to your opt-in, we may also contact you about upgrades to our products or terms of service, etc. Meeting Mojo will not make your User Information available on any of its websites without your explicit permission.

#### **Attendees:**

- c) You agree that Meeting Mojo may use your data in a manner reasonably required to operate its products and services. Some parts of your User Information may be viewed, reproduced, replicated, published, displayed, disseminated, downloaded and printed for personal use by some or all other users of that Website. However, your personal contact information, which includes your email address, telephone number and location address if provided, will not be disclosed to any other User unless you actively include it in your online profile, or in messages you send via a Meeting Mojo Website, or if the Event Manager causes it to be displayed on the Website. For these purposes Meeting Mojo assumes that your Event Manager has obtained your prior permission to store your data on a Meeting Mojo Website, and use it in the operation of its products and services.
  - d) You agree that Meeting Mojo will store and transmit specific messages and meeting details (dates, times, locations and participants) that you generate in the course of using the Website. Each message or request will be transmitted via email to only the specific individuals you choose to send it to. They will also be able to view their messages when they log in to the Website. If you have colleagues who are using the same Website, they may also be able to view your messages.
  - e) You additionally agree that your Event Manager(s) and other parties involved in the arrangement of the event may access and export your User Information held on the Meeting Mojo Website to facilitate their event management and/or evaluation. Event Managers occasionally cause a Meeting Mojo website to display certain User Information on publicly accessible pages of the website. Event Managers' use of User Information is beyond the control of Meeting Mojo, and you should satisfy yourself that they are handling your User Information in an appropriate way, by familiarizing yourself with their privacy and legal statements and agreements.
  - f) Meeting Mojo will not use your personal information to contact you directly.
4. Usage information
- a) In using Meeting Mojo products and services, you will generate "Usage Information". This is information on how you use our products and services.
  - b) Usage Information may be used by Meeting Mojo and our agents to improve our products and services. Your Event Manager and their agents may also use your Usage Information in quality assessments, reporting, etc.
  - c) Some Usage Information may be publicly disclosed by Meeting Mojo on its marketing website [www.meeting-mojo.com](http://www.meeting-mojo.com) or in promotional material. We will only disclose such information in aggregate with no references, links or other access to User Information.
  - d) **Meeting Mojo does not sell, share, or rent Usage Information to third parties other than as disclosed in this Privacy Policy. Any use of Usage Information not disclosed in this Privacy Policy will only be made with your permission.**
5. Security
- a) Meeting Mojo takes your data privacy rights very seriously and takes reasonable precautions to protect User Information. Only certain individuals within Meeting Mojo are given degrees of access to Users' Information according to job function and necessity. Meeting Mojo operates a 'paper-free' policy and only stores data electronically on cloud-based secure servers based in Western Europe. Login passwords are changed regularly and computers and other online access devices are kept in a lockable store room.
  - b) Meeting Mojo follows accepted industry standards to protect User Information, both during transmission and once it is received. If you are an Event Manager who has purchased one of our products we will communicate with you via our secure online Support Desk. This ensures that no Attendee data is transmitted via open email or other unsecured method.

- c) No method of transmission over the internet, or method of electronic storage, is 100% secure, however. Additionally, as Meeting Mojo operates across international borders, your User Information may be exported to countries with weaker data protection laws. Therefore, while Meeting Mojo strives to use commercially acceptable means to protect your User Information, its absolute security cannot be guaranteed.

If you have any questions on security issues concerning the data Meeting Mojo holds on you, please contact us via the address information at the end of this document.

#### 6. Use of cookies

A cookie is a small file that is stored on a computer for record-keeping purposes. Like many internet sites, Meeting Mojo asks you to accept cookies that enhance the way your computer interacts with our websites. If your browser is set to reject cookies, your ability to use the interactive functions on Meeting Mojo websites may be limited.

#### 7. Your rights

- a) Your right to be informed. This document provides you with information on our collection and use of your personal data.
- b) Access. Your login account gives you access to all of your personal data. This document contains information on how we process your data. Your login account provides confirmation that we are processing your data.
- c) Rectification. If any of your personal data is incorrect or incomplete, you can update it via your login account, or contact us in writing and we will respond within 1 month.
- d) Erasure / right to be forgotten. You can request partial or complete erasure of your personal data at any time. Contact us at the addresses shown at the end of this document.

For a full disclosure of the User Information Meeting Mojo holds about you, please contact Meeting Mojo by any of the methods listed below.

#### 8. Legal disclaimer

Meeting Mojo may disclose your User Information when required by law or in the good faith belief that such action is necessary in order to conform to the edicts of the law or to comply with a legal process.

#### 9. Notification of changes

Meeting Mojo reserves the right to modify or supplement this Privacy Policy. Please check this Privacy Policy periodically to inform yourself of any changes.

#### Contact information

Email: support@meeting-mojo.com

Telephone: +44 (0)1420 488313

Address: Meeting Mojo Ltd, 5 Spencer Close, Banbury, Oxfordshire OX26 2FA, United Kingdom

#### 10. Update history

This Privacy Policy was last updated on May 1st, 2018.

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