

Privacy Notice Management Productions

We take your privacy seriously, that is why we think it is of great importance that the personal data we receive from you is handled with care . We respect the privacy of visitors to our website and ensure that the personal information you provide is treated confidentially. Processing of the personal data takes place in a manner that is in accordance with the requirements set by the EU General Data Protection Regulation (GDPR), the AVG Implementing Act (UAVG) and the Telecommunications Act (TW) .

1. Who are we?

- Management Productions makes its own congress productions and meetings , returning annually on management level.
- Our customers are participants, speakers and sponsors.
- Our conferences can only be visited if you register online and enter into an agreement with us in this way.
- In order to execute the agreement properly, we process your data. In this privacy notice we indicate which personal data we process and how we deal with this.
- An important goal of our congresses is networking; we also need personal data from you for this.
- In addition, we also produce congress productions on behalf of third parties. For this we offer a processor agreement to our clients.

2. Who is responsible?

Management Productions is the 'Processing Manager' in the sense of the GDPR for the processing of personal data in the following situations:

- The processing of personal data after you have registered for receiving our newsletter and / or participation in a conference.
- The processing of personal data in the context of customer relationship management or potential prospects that Management Productions contact has planned to contact;
- The processing of personal data of recipients - who have previously unambiguously consented - for newsletters and commercial emails from Management;
- Processing of all other personal information about people who contact Management Productions directly or of those persons Management Productions processes personal data.

3 . What kind do we collect personal data?

- Management Productions processes personal data that you yourself have provided to Management Productions or personal data that Management Productions may derive from other sources, such as business Social Media platforms and public registers.
- Our customers are business customers. We only collect personal data that are strictly necessary and to improve the service to you.

Necessary data for implementation of the agreement:

- First name and surname
- Job title
- Your business e-mail address
- Company name

- Company address details
- Company telephone number
- VAT number (only necessary for companies in Belgium)

We also ask for optional information that you are free to provide or do not provide:

- Direct Phone number
- Gsm
- Data from your assistant
- Any preferences such as diet or special wishes

If you are not or have not been a customer with us and you want to be kept informed of our meetings, for example because you want to receive the newsletter or make use of the early booking discount , you can register for this [via our website](#) . Information we need for this is :

- First name and surname
- E-mail address

By completing this form you grant us permission (Article 6 paragraph 1 sub a of the General Data Protection Regulation) to keep you informed based on your preferences.

Purposes

4 . Use of your personal data

Management Productions uses your personal data for various purposes:

- The execution of the agreement which you have issued by speaking, partnering or attending a conference.

- Maintaining contact with you. Your contact details are kept in our customer system and can be used for sending newsletters, updates and sending information that you have requested from us.

We use the data of our customers and include:

- to send you a confirmation of participation
 - to keep you informed of the meeting with useful information
 - to send you an invoice
 - to notify you if a last minute change occurs
 - to send you the link afterwards with the presentations of the speakers
 - to invite you as a speaker or sponsor
 - to send newsletters and invitations for events
 - if the law requires it
 - to improve our product and service information and to execute marketing campaigns
 - conducting and analyzing customer satisfaction surveys
 - creating user statistics from the Management Productions website
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- Because networking is an important goal of our events, we provide a physical list of participants at the congress with all the names, job titles and company names of participants, speakers and sponsors. This is in accordance with the GDPR, because this data processing is necessary for the representation of the legitimate goal that Management Productions has at these events, whereby networking opportunities are central. You will also receive a badge with your name and company name. *We do not provide contact information.*

 - As a customer of Management Productions, we keep you informed of our meetings that fit in with your already attended meetings via e-mail, post and very occasionally by telephone . You can adjust how and when you want to be approached by us. You can also

submit your preferences for meetings or market areas yourself. This can be done via a [digital form](#) , by email adres@managementproducties.com or call 0031 10 4350477 .

- You can register without obligation for our newsletters in the various market areas and / or for our e-mailings . In that case, you will receive a one-off promotion code per congress with an early booking discount for the congresses that suit your preferences . We use your personal data to send this information. You can always view, modify and / or delete this data.
- We take photos and / or videos during our meetings. This material is informative and intended as an atmosphere image. Afterwards, the participants will be given the opportunity to view the photos and video via our website. The press also publishes photos of speakers and / or audience. Because we cannot physically show our product, we also use this material for subsequent editions in our communications. If you object to this, you can send this objection in writing to privacy@managementproducties.com before the implementation date of the conference you are attending .

5 . Grounds of the processing of personal data

Management Productions processes the personal data excluded on the basis of one of the legal grounds mentioned in article 6 paragraph 1 AVG. The following grounds are specifically applicable:

- Permission
If we have asked you for permission to process your personal data and you have given this permission, then you also have the right to withdraw this consent.
- Execution of the agreement
If you give us an order to deliver our services, we process personal data if and insofar as this is necessary for the execution of the agreement.
- Legal obligation
- Justified interest
For example, Management Productions uses your contact information to keep you informed through newsletters and commercial e-mails.

6. Processors

Sometimes it is necessary for us to use service providers ('Processors' in the sense of the GDPR) who process personal data on behalf of Management Productions . Management Productions concludes a processor agreement with these Processors that meets the requirements of the GDPR.

Management Productions for example works with ICT service providers that provide software (software as a service) or hosting services. Furthermore, there are ICT service providers who offer us support in keeping our systems safe and stable.

7. Disclosure of your personal data to third parties

Sometimes it is necessary to share your personal data with third parties. This may be necessary for the execution of the agreement, depending on the circumstances. There are also legal obligations that require personal data to be passed on to third parties.

In certain cases, personal data are provided to third parties.

- For safety reasons: It is possible that we organize a tour at a company before or after a conference. You sign up for this separately - as an extra service- but sometimes you can only participate if extra data is provided. Usually this is from a safety point of view. We need to pass on your data, name, function and company name to the company where the tour is or the company that arranges the security. We will only do this with explicit permission from you. Sometimes it is necessary to provide a passport number. We will also request your explicit permission for this and send this information safely. After the tour, this data is immediately deleted from our database and we will ask the hosting company to do so as well.
- If we are legally obliged to do this.
- If a court decision obliges us to provide personal data to third parties, we will have to comply with this.
- Personal data can also be provided to third parties, in the event of a reorganization or merger of our company or the sale of (a part of) our company.

8. Transfer outside the (European Economic Area) EEA

In certain cases it is necessary to pass on the personal data to parties located outside the European Economic Area (EEA). This may be necessary for the execution of your contract, depending on the circumstances of the case.

9 . Data retention

Management Productions stores personal information that it processes no longer than necessary for the purpose of processing or is required by law.

10 . Your privacy is important!

- We use a variety of security procedures to help protect your personal information from unauthorised access, use, or disclosure. We make every reasonable effort to prevent loss, misuse or alteration to data. Every person can exercise certain rights with respect to his or her personal data on the basis of the GDPR. In certain cases, you have the right to inspect, rectify and delete personal data. You may also object in certain cases to the use of your data or request that this use be restricted. In certain cases you can even request your data and take it to another party. Furthermore, you can always contact us to adjust your preferences. For example, you want to receive e-mail in one specific branch or you would like to receive only the information from 1 specific congress.
- For all your questions contact us via telephone number 0031 10 4350477 or send an email to privacy@managementproducties.com and we will arrange this for you.

11 . Cookies or similar techniques

Management Productions uses only technical and functional cookies. And analytical cookies that do not violate your privacy. A cookie is a small text file that is stored on your computer, tablet or smartphone when you first visit this website. The cookies we use are necessary for the technical operation of the website and for your ease of use. They ensure that the website works properly and remember, for example, your preferences. We can also optimize our website with this. You can effectively disable cookies by setting your browser to restrict or block cookies.

Besides this you can delete information that has been previously stored using the settings of your browser.

12 . Google Analytics

We use Google Analytics to track how users use the website and how effective our Adwords ads on Google search result pages are. The information obtained is transferred to Google, including the IP address of your computer. Google stores this on servers in the United States. read it [Google's privacy policy](#) for more information, as well as the specific [privacy policy of Google Analytics](#) .

Google uses this information to keep track of how our websites are used, to provide reports about the websites to us and to provide advertisers with information about the effectiveness of their campaigns. Google may provide this information to third parties if Google is legally obliged to do so, or insofar as these third parties process the information on behalf of Google. We have no influence on this. We have not allowed Google to use the obtained Analytics information for other Google services

Changes to the Privacy Notice

Management Productions reserves the right to amend or change this 'privacy notice' at any time and for any reason .

If you wish to contact us as a result of this privacy notice, you can do so through the contact details below.

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