

## About This Privacy Policy

Hubxchange Ltd. is committed to respecting and protecting your privacy. This privacy policy applies to each Hubxchange website, event, and other service (each, a "Service") that refers or links to this privacy policy. This privacy policy may be supplemented by additional privacy statements, terms or notices provided to you. The Hubxchange Ltd. company that owns or administers the Service, as identified therein, is the primary controller of your personal information provided to, or collected by or for, the Service.

You can visit most pages on our site without giving us any information about yourself. But sometimes we do need information to provide services that you request. This document is designed to give a clear explanation of Hubxchange's data processing practices. Please see below for further information or if you have any questions or concerns relating to Hubxchange's site and/or data protection, please e-mail [info@hubxchange.com](mailto:info@hubxchange.com).

We endeavour to ensure that all information from which you can be identified ("Personal Information") provided to, or otherwise obtained by, us is handled in accordance the EU General Data Protection Regulation (which replaces the Data Protection Act 1998) and all similar or related legislation (the "Data Protection Legislation").

Hubxchange Ltd. reserves the right to change the terms of this Privacy Policy from time to time and will post any changes on this page. Please check back to see any updates.

## The Information We Collect & Primary Purposes for its Collection

The information you provide is being collected by Hubxchange for the purpose of processing your registration or enquiry. The provision of this information is voluntary. However, if you do not provide the information requested, we may be unable to process your registration or enquiry. All information provided by you will be held in the strictest confidence. The information we collect on our sites includes (however is not limited to):

- Full Name & Job Title
- Company Name
- Email Address
- Phone
- Country
- Interests and communication preferences, including matchmaking, event planning, networking choices.

Depending on how you interact with us and the Service, we use your personal information to:

- Provide, activate and manage your access to and use of the Service, including your attendance at events;
- Process and fulfil a request, order, download or other transaction;
- Respond to your requests, inquiries, comments and concerns;
- Notify you about changes, updates and other announcements related to the Service and our other products and services;
- Deliver targeted, promotional messages, notices, and other information about products, events and services of ours.
- Support health and safety at our events; and/or comply with our legal obligations, resolve disputes, and enforce our agreements.

Hubxchange is the sole owner of the information collected on our websites.

## Data From Other Sources

We also may obtain personal information about you from our group companies and from other third parties, including:

- Social networks when you grant permission to the Service to access your data on one or more networks; and/or
- Publicly-available sources and data suppliers from which we obtain data to validate or supplement the information we hold.

## Information Sharing

We may share other contact information with our event sponsors to enable them to contact you about their products and services. If you do not want to make your details available, please email [info@hubxchange.com](mailto:info@hubxchange.com) indicating either or both of the statements below:

- "I do not wish to receive information about Hubxchange's events or services"
- "I do not wish to have my details made available to Hubxchange's event sponsors"

No list supplied by Hubxchange Ltd. may be used by anyone other than for the confidential use of the original mailer.

Depending on the Service provided, we may also share personal information with our service providers, suppliers, agents and representatives, including but not limited to, payment processors, venue providers, onsite event contractors, customer support, email service providers, IT service providers, mailing houses and shipping agents, to process the information as necessary to provide the Service, complete a transaction, fulfil your request, or otherwise on our behalf based on our instructions and in compliance with this privacy policy and any other appropriate confidentiality and security measures.

## Legal Reasons

We will disclose your personal information if we have a good faith belief that such disclosure is necessary to:

- meet any applicable law, regulation, legal process or other legal obligation;
- detect, investigate and help prevent security, fraud or technical issues; and/or
- protect the rights, property, health or safety of Reed Exhibitions, our users, employees or others;

## Keeping your personal information up to date

Hubxchange Ltd take all reasonable action to ensure that the information we collect and use is accurate, complete and up to date. However, the accuracy of the information depends to a large extent on the details you provide. That's why we recommend that you keep us up to date with changes to your personal details/preferences and let us know if there are any errors in our information. We perform regular reviews of our data and records retained are not kept for longer than necessary.

## Correcting, Updating or Removing Your Personal Information

If your personal information is incorrect, changes or if you no longer wish to receive information from Hubxchange, we will endeavour to correct, update or remove your information as swiftly as possible. This can be done by e-mailing [info@hubxchange.com](mailto:info@hubxchange.com).

## **Data Protection**

If you no longer wish to receive newsletters or promotional materials, you may opt-out of receiving these communications by returning the item(s) to us with "unsubscribe" marked upon it. However, very occasionally, it may be necessary to send you important service announcements about an event you are attending. For example, we may contact you to inform you of a venue change.

## **Use of Cookies & Log Files**

When you visit our site, a cookie (a very small text file) is placed on your machine (if it is accepted), this helps us to provide you with a personalised experience and to assist in the collection of the site visitation statistics. You may refuse the cookie, if you wish. To do so, you will need to check your browser settings. Hubxchange's site statistics collects certain information about your computer hardware and software, this includes (however is not limited to):

- Browser Type
- Operating System
- Access Times
- Referring Web Site Addresses
- Search Criteria

This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of Hubxchange's web sites. Cookies are also used in connection with the membership of our site and to view/access event presentations. If you choose to not have your browser accept cookies, you will be able to view the majority of our site, however you will not be able to view restricted material you may be entitled to.

## **Security**

HubXchange takes the security of your information seriously and takes precautions to protect it .

Hubxchange takes steps to guard against unauthorised access to the Personal Information of the users of the Websites. Although Hubxchange will take appropriate technical and organisational measures to protect your Personal Information, any transmission is at your own risk. Once we have received your information, we will use appropriate technical and organisational measures to try to prevent unauthorised access.

We will only keep your Personal Information for as long as we reasonably require and, in any event, only for as long as the Data Protection Legislation allows.

## **Links to External Web Sites**

Hubxchange websites may contain some links to other sites. Please be aware that Hubxchange is not responsible for the privacy practices of such other sites. This privacy statement applies solely to the information collected by Hubxchange.

## **Contact Us**

If you have any questions or concerns about Hubxchange Ltd.'s use of your personal information, please email [info@hubxchange.com](mailto:info@hubxchange.com) or write to: Hubxchange Ltd., 27 Old Gloucester Street, London, England, WC1N 3AX