## **General Information**

## Data protection is a matter of trust, and your trust is important to us. We respect your privacy and personal rights. Responsible and lawful handling of personal data is a major concern for ORGANIZATION, Street, ZIP Code, City (“ORGANIZATION” or “we”).

## With the Oniva Event Software ("Oniva"), we use a platform for automating event processes. We store personal data in Oniva of "Participants" for event purposes and "Users" of our solution for managing events and participants. This privacy policy describes how we process personal data from you as "Participants" when you visit a webpage of Oniva as "Users" or "Participants."

## By registering on our event websites, you agree to this online privacy policy and consent to our processing of personal data in compliance with applicable data protection laws and the following provisions.

## **1. Contact Information**

## Responsible for data processing is: ORGANIZATIONStreetZIP Code, City

## The data protection officer can be reached at EMAIL@ORGANIZATION.COM.

## **2. Data Processing for Service Provision and Contract Execution**

ORGANIZATION collects, stores, and processes personal data of users as far as necessary for the management of the respective customer relationship, the provision of a service, the processing of orders and contracts, billing, answering questions and concerns, supporting technical issues, and the evaluation, improvement, and development of ORGANIZATION's goods, services, and functions. Personal data includes all details and information that relate to a specific or identifiable person.

In the course of your use of our information, communication, and technology services, ORGANIZATION collects, stores, and processes technical data. Technical usage data can be processed for the following purposes:

* As far as it is necessary for the security and operation of our technical infrastructure, ensuring the quality of service and performance, and the development of services.
* As specified below in this policy or as you have agreed when using a service.

**3. Data Processing for Event Purposes**

The data is collected by participants themselves or imported via interfaces from our primary systems, such as CRM systems. The data can be transferred to a CRM system after the event as needed. We only retain the data as long as necessary for traceability of transfers or for compliance with statutory retention periods or contractual agreements with our customers.

We process your personal data for event purposes such as general participant communication, event organization, access, interaction, and evaluation.

**3.1. Data Collected for Event Purposes**

**Data provided by you in the context of using Oniva:**

* Identification and contact details such as name, first name, function, employer, gender, age, date of birth, nationality, address, phone number, email address, customer number, profession.
* Event-related data in connection with your booking/participation such as event name, event date, event time, event location, selected booking options, travel to the event, access time, selected interests, meal preferences.
* Online data such as the time of accessing the event website; name of our accessed internet pages; IP address of your computer or mobile device; address of the website from which you came to our internet site; details in forms, clicks on content of the internet site, and usage data related to the Oniva application for mobile devices.
* If you provide us with credit card information, we use it solely to check your creditworthiness and collect the relevant amount from you. Oniva has engaged an external service provider to process credit card payments. This service provider is not permitted to store, retain, or use the data you provide except for the sole purpose of processing the credit card payment for us.

**4. Cookies**

This website uses cookies. These are small text files that allow specific information related to the user to be stored on the user’s device while using the website. Cookies enable us to determine usage frequency and the number of users of our pages, analyze behaviors of page usage, determine the IP address as well as the operating system used, and make our offer more user-friendly. Cookies remain stored beyond the end of a browser session and can be recalled when visiting the site again. If you do not wish this, you should set your internet browser to refuse the acceptance of cookies.

**5. Photo and Video Recordings During the Event**

During events, photo and video recordings may be made. By participating in the event, you agree to the creation and use of these recordings for the following purposes:

The recordings will be used for documentation, information, and advertising purposes. This may include publication on our website, social media, print media, and other publications.

**6. Data Processing Abroad by Third Parties**

To gain insights into the use of Oniva's solution and improve the offering, Oniva uses web analysis tools. These tools are mostly provided by a third party. Usually, the information collected for this purpose about the use of an internet site is transmitted to the server of the third party through the use of cookies. Depending on the third party, these servers may be located abroad. The transmission of the data is carried out after shortening the IP addresses, thus preventing the identification of individual devices. The IP address transmitted by your browser as part of the use of third-party tools is not combined with other data from these third parties. Transmission of this information by third parties only occurs due to legal requirements or in the context of order data processing.

The agreement for order data processing by Oniva can be found at the following link: https://www.oniva.events/data-processing.

The locations of foreign suppliers and service providers may be in the USA or other countries where data protection laws offer a lower level of protection than in Switzerland. In this case, Oniva ensures an adequate level of protection in accordance with the laws applicable in Switzerland by, for example, concluding so-called EU Model Clauses with the recipients. These are a set of contractual clauses introduced by the European Commission to provide adequate protection for personal data during cross-border transfers.

**7. Your Rights Regarding Your Personal Data**

You have the right to request information about your personal data processed by us at any time, free of charge. You can send your request for information in writing, including a copy of your ID card or passport, to our postal address. Additionally, you have the right to request the correction, deletion, or restriction of the processing of your personal data and to object to the processing of your data. In case of data protection violations, you have the right to file a complaint with a supervisory authority.

**8. How Can We Change This Policy?**

We reserve the right to change this policy at any time. The version published on our websites applies. By using the Oniva Event Software, you agree to the currently applicable policy.

Last updated in May 2024