



## CONTROL MY EVENTS – PRIVACY POLICY

ControlMyEvents.com Limited (“Control My Events,” “CME,” “we,” “us,” “our,” or the “Company”) is committed to protecting the privacy of individuals who visit the Company’s web sites (“Visitors”), individuals who register to use the Services as defined below (“Customers”), and individuals that register/request information.

This Privacy Statement covers the information practices, including how the Company collects, uses, shares and secures the personal information you provide, of Web sites that link to this Privacy Statement (collectively referred to as “Control My Events’s Web sites” or “the Company’s Web sites”).

ControlMyEvents’s Web sites may contain links to other Web sites. The information practices or the content of such other Web sites is governed by the privacy statements of other such web sites. The Company encourages you to review the privacy statements of other Web sites to understand their information practices.

When expressing an interest in obtaining additional information about the Services, or registering to use the Web sites or other Services, Control My Events requires you to provide the Company with personal contact information, such as name, company name, address, phone number, and email address (“Required Contact Information”). When purchasing the Services Control My Events may also require you to provide the Company with financial qualification and billing information, such as billing name and address, credit card number, and the number of employees within the organization that will be using the Services (“Billing Information”). ControlMyEvents may also ask you to provide additional information, such as company annual revenues, number of employees, or industry (“Optional Information”). When Visitors apply for a job with the Company, Control My Events may also require you to submit additional personal information as well as curriculum vitae (“Applicant Information”). Required Contact Information, Billing Information, Applicant Information, Optional Information and any other information you submit to Control My Events or through the Services are referred to collectively as “Data.”

As you navigate the Company’s Web sites, Control My Events may also collect information through the use of commonly-used information-gathering tools, such as cookies and Web beacons (“Web Site Navigational Information”). Web Site Navigational Information includes standard information from your Web browser (such as browser type and browser language), your Internet Protocol (“IP”) address, and the actions you take on the Company’s Web sites (such as the Web pages viewed and the links clicked).

The Company uses Data about Control My Events Customers to perform the services requested. For example, if you fill out a “Contact Me” Web form, the Company will use the information provided to contact you about your interest in the Services.



As is true of most Web sites, we gather certain information automatically to analyze trends in the aggregate and administer our Web sites and Services. This information may include your Internet Protocol (IP) address (or the proxy server you use to access the World Wide Web), device and application identification numbers, your location, your browser type, your Internet service provider and/or mobile carrier, the pages and files you viewed, your searches, your operating system and system configuration information, and date/time stamps associated with your usage. Due to Internet communications standards, when you visit or use the Company's Websites and Services, we automatically receive the URL of the website from which you came and the website to which you go when you leave our Website. This information is used to analyze overall trends, to help us improve our Websites and Services, to track and aggregate non-personal information, and to provide the Websites and Services. For example, Salesforce uses IP addresses to monitor the regions from which Customers and Visitors navigate the Company's Web sites. Salesforce also collects IP addresses from Customers when they log into the Services as part of the Company's "Identity Confirmation" and "IP Range Restrictions" security features.

Control My Events uses a third-party service provider to manage credit card processing. This service provider is not permitted to store, retain, or use Billing Information except for the sole purpose of credit card processing on the Company's behalf.

Control My Events reserves the right to use or disclose information provided if required by law or if the Company reasonably believes that use or disclosure is necessary to protect the Company's rights and/or to comply with a judicial proceeding, court order, or legal process.

The Company primarily stores Data about Control My Events Customers and Customer Data in the United Kingdom. To facilitate Control My Events's global operations, the Company may transfer and access such information from around the world.

Control My Events may retain your information for a period of time consistent with the original purpose of collection. For instance, we may retain your information during the time in which you have an account to use our Web sites or Services and for a reasonable period of time afterward. We also may retain your information during the period of time needed for Control My Events to pursue our legitimate business interests, conduct audits, comply with our legal obligations, resolve disputes and enforce our agreements.

You may request to review, correct, delete or otherwise modify any of the personal information that you have previously provided to us through the Company's Web sites and Services. If you have registered for an account with Control My Events, you may generally update your user settings, profile, and organization's settings by logging into the applicable Website or Service with your username and password and editing your settings or profile.

To update your billing information, discontinue your account, and/or request return or deletion of Your Data associated with your account, please contact [customercare@controlmyevents.com](mailto:customercare@controlmyevents.com). For other requests to access, correct, modify or delete Your Data, please contact [privacy@controlmyevents.com](mailto:privacy@controlmyevents.com). Requests to access, change, or delete your information will be addressed within a reasonable timeframe. If you are an employee of a Control My Events customer, you may also wish to contact your company's system administrator for assistance in correcting or updating your information.



Control My Events's Customers may electronically submit data or information to the Services for hosting and processing purposes ("Customer Data"). Control My Events will not review, share, distribute, or reference any such Customer Data except as provided in Control My Events's Master Subscription Agreement, or as may be required by law. In accordance with Control My Event's Master Subscription Agreement, Control My Events may access Customer Data only for the purpose of providing the Services or preventing or addressing service or technical problems or as may be required by law.

Control My Events acknowledges that you have the right to access your personal information. If personal information pertaining to you as an individual has been submitted to us by a Control My Events customer and you wish to exercise any rights you may have to access, correct, amend, or delete such data, please inquire with our customer directly. Because Control My Events personnel have limited ability to access data our customers submit to our Services, if you wish to make your request directly to Control My Events, please provide the name of the Control My Events customer who submitted your data to our Services. We will refer your request to that customer, and will support them as needed in responding to your request within a reasonable timeframe.

Control My Events reserves the right to change this Privacy Statement. Control My Events will provide notification of the material changes to this Privacy Statement through the Company's Web sites at least thirty (30) business days prior to the change taking effect.

Questions regarding this Privacy Statement or the information practices of the Company's Web sites and Services should be directed to Control My Events Privacy by emailing [privacy@controlmyevents.com](mailto:privacy@controlmyevents.com).