

The Meetings Space Data & Privacy Policy

The Policy: The following privacy policy is for the website, www.themeetingspace.com which is managed and served by The Meetings Space Limited, 2 Wilmot Place, London NW1 9JS, UK. This policy governs the privacy of all users who choose to use this website. The Policy is designed to help you understand how we comply with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) and the PECR (Privacy and Electronic Communications Regulations).

In order to provide you with service/services offered by The Meetings Space Limited, we collect personal data for correspondence purposes and/or detailed service provision. In any event, The Meetings Space Limited are 100% committed to ensuring that any information collected is used in the most appropriate way and purely for the purposes stated above.

This Policy will explain areas of the website that may collect your private information and personal details, how it is processed, collected, managed and stored and how your rights under the GDPR, DPA & PECR are adhered to. Additionally, it will explain the use of cookies, software, advertising, commercial sponsorship from third parties and the download of any documents, files or software made available to you (if any). Further explanations may be provided for specific pages or features of this website to help you understand how The Meetings Space Limited, this website and any third parties interact with you and your devices. Our contact information is provided if you have any questions.

Data Controller

The Meetings Space Limited

Registered Office Address: 247 Gray's Inn Road, London, WC1X 8QZ, United Kingdom

Business Address: 2 Wilmot Place, London, NW1 9JS, United Kingdom

www.themeetingspace.com hello@themeetingspace.com

The DPA & GDPR May 2018

We and this website comply to the DPA (Data Protection Act 1998) and already complies to the GDPR (General Data Protection Regulation) which comes into effect from 25th May 2018. We will update this policy accordingly after the completion of the UK's exit from the European Union.

Personal Information

For the purpose of this Policy, example types of data used are listed below:

Types of Personal Data	Example Details
Individual Details	Name, mobile number, date and place of birth, nationality, dietary and any relevant medical information
Company Details	Company name, company address, company telephone number, company website, company profile, job title, email address, company logo, company social media links
Identification Details	Identification information issued by government bodies or agencies (Passport, Tax Number, Driving Licence Number, ID card)
Financial Details	Company billing details, company tax number, bank account or payment card details, other financial information

Forum Registration & Attendance

By entering your Individual Details, Company Details, Financial Details and Identification Details on the online registration forms and online profile forms, you agree to allow The Meetings Space Limited to share your submitted information, where required, with service providers to

fulfil the purpose of the event. Please refer to the Third Parties Policy below for more information.

Your Name and Company Details will be shared with participating delegates and sponsors as agreed on the Registration Form Terms and Conditions. Distribution of this information to delegates may be electronic, published or through our TMS Event App. Your company name or logo may appear on the forum website and promotional material. Your Name and Company Details will not be accessible except to registered delegates and sponsors for The Meetings Space forums. This is a condition of attendance.

The Meetings Space Limited plans to take photographs and video material during their forums and to reproduce them in event marketing materials, whether in print, electronic or other media, including on The Meetings Space website. By participating at the forum, you grant the The Meetings Space Limited right to use your name, photograph, professional biography and any interview comments for marketing purposes. All postings become the property of The Meetings Space Limited and may be displayed, distributed or used by The Meetings Space Limited for any purpose.

Purpose and Legal Basis for Processing

The purposes for which The Meetings Space Limited may use your information are listed below:

Purpose	Details
Legitimate Interest & Contractual	We will only keep personal information for legitimate business interest for the promotion of The Meetings Space events, informing you of company news and forum updates and as a matter of maintaining business relationships within the industry to maintain business activity.
Third Parties specific for events	The Meetings Space Limited reserve the right to pass your personal/profile data on to our third-party service providers who are contracted to The Meetings Space Limited during dealings with you and the event you are attending.

Third Party Providers

Our providers are obliged to comply with our policies and to keep your details secure and use them only to fulfil the service they provide to The Meetings Space events.

The Third Parties we share information with are listed below:

FileMaker: is where The Meetings Space Limited hold a customer management system. Data held includes your name, surname, company name, telephone number(s), email address, company website, job title and notes relevant to your participation at The Meetings Space.

Arctic Blizzard Ltd: provides IT support and website management services with access to our website and data supplied by registered delegates.

The Escape: production of printed event collateral e.g. directory, addendum, name badges. Data supplied is from information provided by delegates on registration and online personal space. (excludes financial and identification details).

EventMobi GmbH: our TMS Event App sponsor for registered delegates only. Data supplied is from information provided by delegates on registration and online personal space. (excludes financial and identification details).

Sponsor Partners: Delegate name and company name, special requirements and flight information is provided to sponsor appointed suppliers as required for the purposes of event management. This includes the host hotel and appointed destination management companies.

Airlines/Travel Providers: The Meetings Space Limited work in partnership with various airlines and travel providers to provide Hosted Buyer travel to/from event locations. The

information provided is dependent on provider but will be based on the Identification Details provided and will only be used as requested and necessary by the provider.

MailChimp: we use MailChimp for our direct marketing activities including our update newsletters and email marketing to promote the events. Data used includes your name, surname, email address and company name (taken from FileMaker).

Use of Cookies

This website uses cookies to improve user experience while on the website. As required by legislation, where applicable, this website uses a cookie control system, allowing the user to give explicit permission or to deny the use of /saving of cookies on their computer / devices.

What are cookies? Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors or use the cookie control system if available upon their first visit.

Sponsored Links

This website may contain sponsored links. These will typically be served through our sponsor partners, who may have their own detailed privacy policies.

Clicking on any such sponsor's link will send users to the sponsor's website through a referral program which may use cookies. This includes the use of cookies which may in turn be saved on your computer's hard drive. Users should therefore note they click on sponsored external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Downloads & Media Files

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available, users are advised to verify their authenticity using third party anti-virus software or similar applications.

The Meetings Space Limited accept no responsibility for third party downloads and downloads provided by external third-party websites and advise users to verify their authenticity using third party anti-virus software or similar applications.

Contact & Communication with Us

Users contacting The Meetings Space Limited through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use.

Where The Meetings Space Limited have clearly stated and made users aware of the fact, and where users have given express permission, the information will be used to send information through a mailing list system. This is done in accordance with the regulations named in 'The Policy' above.

Email Mailing List & Marketing Messages

The Meetings Space Limited operate an email mailing list program, used to inform subscribers about our forums and/or other news we wish to share. Users can subscribe through an online automated process where they have given their explicit permission. Subscriber personal details are collected, processed, managed and stored in accordance with the regulations named in 'The Policy' above.

Subscribers can unsubscribe at any time through an automated online service, or if not available, other means as detailed in the footer of sent marketing messages. The type and content of marketing messages subscribers receive, and if it may contain third party content, is clearly outlined at the point of subscription.

Email marketing messages may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of subscriber data relating to engagement, geographic, demographics and already stored subscriber data.

The Meetings Space Limited use an EMS (email marketing service), MailChimp, and users can read their privacy policy in the resources section below.

External Website Links & Third Parties

Although The Meetings Space Limited only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website.

Shortened URL's; URL shortening is a technique used on the web to shorten URL's (Uniform Resource Locators) to something substantially shorter. This technique is especially used in social media and looks similar to this (example: <http://bit.ly/zyVUBo>). Users should take caution before clicking on shortened URL links and verify their authenticity before proceeding. We cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users should therefore note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Social Media Policy & Usage

The Meetings Space Limited adopt a Social Media Policy to ensure our business and our staff conduct themselves accordingly online. While we may have official profiles on social media platforms, users are advised to verify authenticity of such profiles before engaging with or sharing information with such profiles. The Meetings Space Limited will never ask for user passwords or personal details on social media platforms. Users are advised to conduct themselves appropriately when engaging with The Meetings Space Limited and its events on social media.

There may be instances where the website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. Users will use social sharing buttons at their own discretion and accept that doing so may publish content to their social media profile feed or page. Users can find further information about social media privacy and usage policies in the resources section below.

Respecting your Rights and Choices

How can a user remove content?

Users can remove content by clicking the unsubscribe button on The Meetings Space Limited emails or can send an email to hello@themeetingsspace.com requesting that you wish to remove your content.

How can a user get data corrected or erased?

Users can send an email to hello@themeetingsspace.com advising that you wish to amend or erase the data held by The Meetings Space Limited.

How can a user get access to their data?

Users can send an email to hello@themeetingsspace.com advising that you wish to have access/confirm what data is held on record. There may be a discretionary fee for providing this information to you.

Can users opt-out of uses for their information for purposes other than provision of the service?

Users can send an email to hello@themeetingsspace.com advising that you wish to opt out of uses for your information or can click the unsubscribe button on any emails received.

How can a user opt-out of any marketing communications?

Users can send an email to hello@themeetingsspace.com advising that you wish to opt out of any marketing communications or can click the unsubscribe button on emails.

Can an account be deleted?

Users can send an email to hello@themeetingsspace.com requesting that you wish your account to be deleted and The Meetings Space Limited will delete any information held from our database.

How long will specific account details be retained post account deletion?

Once your information has been deleted, we will not retain user information for any period post deletion.

How long will my data be kept for?

The Meetings Space Limited will keep user financial/contractual information on a secure database for 6 years plus the current year, and any other information about you, including marketing assets, for 3 years plus the current year.

Website Copyright

Unless otherwise indicated, copyright and any other rights on all content on this site are the property of The Meetings Space Limited. We authorize you to print and download extracts from this site for personal use. No use of The Meetings Space Limited name or logo may be made without prior written permission of The Meetings Space Limited itself. Any other right not expressly indicated in these terms is to be considered confidential.

Resources & Further Information

- [Overview of the GDPR - General Data Protection Regulation](#)
- [Data Protection Act 1998](#)
- [Privacy and Electronic Communications Regulations 2003](#)
- [The Guide to the PECR 2003](#)
- [Twitter Privacy Policy](#)
- [Facebook Privacy Policy](#)
- [Google Privacy Policy](#)
- [Linkedin Privacy Policy](#)
- [Instagram Privacy Policy](#)
- [MailChimp Privacy Policy](#)