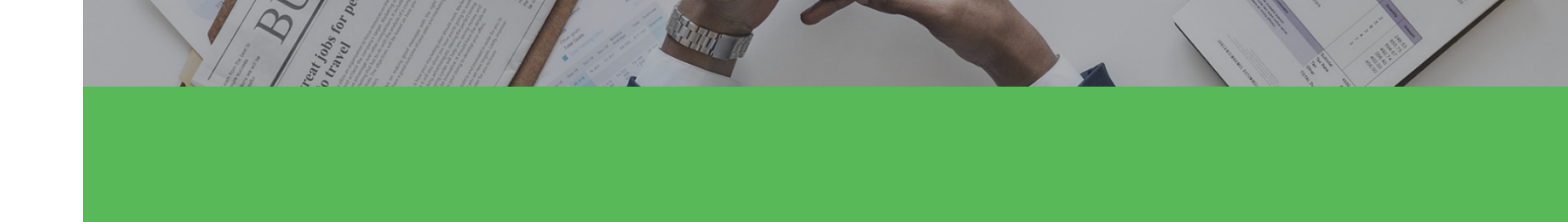




# Privacy Policy

Version: 24 May 2018



Welcome to our Website. We are the Lnoppen Group. The group consists of following companies: Lnoppen BVBA (Meerhout, Belgium); Noppen Shanghai Company Limited (Shanghai, China); Noppen Hongkong Limited (Hongkong, China); Lnoppen Latin America SAS (Bogotá, Colombia); Noppen Conference & Exhibition Private Limited (Bangalore, India); Noppen Hongkong Limited (Manila, Philippines)

Below you find a summary (and further explained clarification) on how we process your personal data and respect your privacy.

## Which categories of data do we collect?



We collect these data:

- Contact details (e-mail, telephone, name)
- Invoice details
- Pictures and biographies (conference speakers)

## How do we collect your data?

While you use our website

We process personal data that are (1) either collected via contact with you, (2) either provided by you when showing interest in our services, (3) either collected after your use of our

While you  
communicate with us

While you use our  
services

By researching public  
and social media

services, (4) either collected from public/social media that were made accessible.

We collect following data:

- By use of our website. When you fill in the forms in our website we collect and click the opt-in option: telephone number, e-mail address and name. When you leave a personal comment in the comment box, we collect your email address and name.
- When we communicate with you we collect: name, telephone number and e-mail address.
- When you use our services, we collect: name, telephone number, e-mail address and invoice details if applicable.
- We can also collect your data if they were made publicly accessible, or if you made them accessible on public/social media (LinkedIn), and if they indicate you are the appropriate contact person to go in communication with in function of our services.

## How do we use your data?



We use your data:

- To communicate with you (for instance when you ask us a question)
- To improve our website
- To improve our products
- To define your profile and guarantee we can offer

tailored promotions

- To send you via e-mail information about our services and products (when you are a client, when you ask for it, when you were contacted by us and agreed to receive product information, when you are a speaker profile and invited to speak at our conference)
- To give you tailored support
- To offer you our services and coordinate with you once you are our client
- To identify you in person when attending our events

Which third parties process your data?

How do we protect your data?



 Reliable partners

We protect your personal data by taking technical and operational security measures. We undertake the following required actions:

- Technical security measures in terms of access (log-in limitations, password policy etc), storage (back-up etc), protection against external access (anti-virus software,



## Technical security measures

## Operational measures

security of premises etc) of the media on which personal data can be stored

- Operational measures, such as keeping a dataregister, adhering to data policy, staff awareness and training, requesting guarantees from our partners, etc
- Measures to keep personal data confidential.

Despite the security measures we take, it is important to know that the transfer of data via the internet does not occur without risks, and that you need to take the necessary precautions when you send data to us over the internet.

# Where do we process your data?



○ Within the EU

🛡️ Outside the EU, with protection levels in conformity with the GDPR legislation.

The data you provide us are stored and processed:

- On servers and computers we use within the EU
- On servers and computers we use in our offices outside the EU. Our offices outside the EU adhere to the security and privacy measures in conformity with the GDPR legislation.
- On servers and computers from third parties outside the EU. We guarantee our partners adhere to the security and privacy measures in conformity with the GDPR legislation.

By providing us your data, you accept that we process them in abovementioned manner.

# You take the decision about your data:



You can choose:

You can choose not to share your personal data with us. If you decide to do so, you can surf our website but you cannot access parts for which we need to know who you are, either because a fee applies, either because you need to be logged in. As long as you rely on our services, we must be in the position

- Not to share your personal data with us
- Deactivate cookies
- Not to have your personal data used for marketing purposes.

to process the personal data we need to be able to provide our services.

At this moment we are not working with cookies, when we however will install cookies we will have a cookie policy and you will have the possibility to deactivate cookies.

You can ask that we no further use your data for marketing purposes. If you receive marketing communication from us, you can always unsubscribe (opt-out):

You can do this via:

- the unsubscribe link in our marketing emails,
- sending an email to [Inoppen@Inoppen.be](mailto:Inoppen@Inoppen.be)

## The right to view your data:

You can view and adjust your data.

You can request your personal data and take them away.

You can express the right to view your data via sending us an email: [Inoppen@Inoppen.be](mailto:Inoppen@Inoppen.be)

You have the right to access the data we have from you. This includes the right to request additional information regarding:

- The categories of personal data we process
- The objectives for which we process your data
- The categories of third parties to whom we transfer your data

You can ask us not to use the data for marketing purposes.

You can have your data removed and `be forgotten` by us.

- The time frame during which we store your personal data and the criteria used to define this time frame
- The other rights you have regarding your data

We will forward you this information 30 days after receipt of your request, unless we would violate liberties or rights of others (for instance, confidentiality, intellectual rights..) of which we will inform you if applicable.

You have the right to have personal data we possess corrected. You can do this by sending an email to: [Inoppen@Inoppen.be](mailto:Inoppen@Inoppen.be)

You may exercise the right to object against the processing of your data to do profiling or to take automated decisions. We can use your data to define if certain information or (tailored) offers are useful.

Our commercial partners who are promoting themselves via our website can be using your data (data they collect with us and via other channels) to make you view tailored publicity.

You have the right to take away your data. We can provide you your data in a structured file. We assure you only receive data to which you have rightful access (see above).

You have the right to `oblivion`, hence to be `forgotten` by us. This means we remove all data in which we have no longer a reasonable interest. For instance we have an interest in keeping your data if you are client with us, and we need to be able to contact you.

Who are we?



## Lnoppen

- Lnoppen BVBA
- Molenberg 90  
2450 Meerhout  
Belgium
- BE0822123104

For addresses of the other companies of the Lnoppen Group, please refer to our website (Noppen Shanghai Company Limited (Shanghai, China); Noppen Hongkong Limited (Hongkong, China); Lnoppen Latin America SAS (Bogotá, Colombia); Noppen Conference & Exhibition Private Limited (Bangalore, India); Noppen Hongkong Limited (Manila, Philippines))

## Hoe kan je ons bereiken?

### Bereik ons op:

- [lnoppen@lnoppen.be](mailto:lnoppen@lnoppen.be)
- 0032 14224007
- [contactformulier op de website](#)

Our Data Protection Officer (DPO) /:

- Lieve Noppen
- [lieve@lnoppen.be](mailto:lieve@lnoppen.be)

## How long do we keep your data?

We keep your data as long as needed for abovementioned objectives.

Your data are kept as long as we need them to execute the objectives mentioned above.

You have the right to file a complaint regarding the use of your data.



Contact us first

You have the right to file a complaint regarding the use of your data.

If you are convinced we are not managing your data correctly, we are looking forward to hearing your concerns in order to investigate them and if necessary rectify them.

You have the right to file complaints with:

- Privay Commission (Belgium) / <https://www.privacycommission.be>

We certainly hope you will be discussing your complaint with us first, so that we search a solution.

Wij are currently not using cookies, pixels nor other tracking tools.

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