

CBT Prague.Bio 2023 conference PRIVACY POLICY

We place a high value on data protection and the privacy of our website visitors. As a result, we commit to protecting your personal data and collecting, processing, and using it solely in compliance with the European General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) and national data protection laws. The accompanying Privacy Policy describes which of your personal data is collected and how it is used on our Internet sites.

We may gather some of your personal information when you:

- register for Prague.bio Conference 2023 on the website www.prague.bio;
- payment of the Conference fees;
- attend Prague.bio Conference 2023; or
- contact us with questions.

We utilize your personal information—whether it was gathered automatically or as a result of direct collection—to manage your attendance at Prague.bio Conference 2023 and to better understand and cater to your needs.. In accordance with current privacy laws, we only use your data if we have a legal basis to. To get complete details on how we handle your personal data, please see our cookie and privacy policies.

Congress Business Travel, spol. s r.o., understands concerns about privacy and works hard to comply with relevant data protection laws. This Privacy Policy is provided to explain:

- the types of personal data we collect about you
- how we may use and share your personal data
- the choices and rights available to you regarding our use of your personal data
- the measures we take to safeguard your personal information
- how long we retain your personal information, and
- how to contact us about our privacy practices and exercise your data privacy rights.

1. WHO IS RESPONSIBLE FOR DATA PROCESSING?

The **Processor** within the meaning of the GDPR, other national data protection legislation and other data protection provisions is Congress Business Travel, spol. s r.o., Business Id. No: 264 24 053, registered office: Lidická 66, 150 00 Prague 5, contact information: prague.bio@cbttravel.cz

The **Controller** within the meaning of the GDPR, other national data protection legislation and other data protection provisions is i&i Prague, s.r.o., Business Id. No: 060 58 485, registered office: Flemingovo náměstí 542/2, Dejvice, 160 00 Praha 6, contact information: info@iniprague.com

Controller means the natural or legal person that determines the purposes and means of processing personal data (defined below).

Data subject means the person about whom the Controller collects and Processor processes personal data.

Processor means a natural or legal person that processes personal data (defined below) on behalf of a Controller.

2. WHAT DATA DO WE COLLECT?

Depending on how you interact with us, we collect several types of information. Some data may be gathered automatically. We limit the amount of information we collect and maintain in all situations to what is required to provide you with the relevant services.

2.1. Data provided and/or acquired when you interact with us

We may collect information about you and your employment when you engage with us. This information is detailed further down. Please keep in mind that supplying some personal information is entirely optional. We require equivalent or to react to your request, which is denoted with an asterisk or equivalent, or is mentioned verbally at the time of collection. We will be unable to react to your request if you do not complete in the appropriate fields or submit this critical information.

a) Personal identification, business information and contact information

This includes information such as:

- your name and contact details;
- your company and your business position;
- and the data specified in the privacy notice at the registration to the conference.

We may collect this information when:

- (i) register for Prague.bio Conference 2023 on the website www.prague.bio;
- (ii) attend Prague.bio Conference 2023; or
- (iii) contact us with questions.

Provision of this information is optional, except for essential data marked with an asterisk (e.g., name, contact data, password etc.), without which we cannot provide you with the services requested.

b) Newsletter subscription

We use your email address to send you our newsletter on a regular basis if you have explicitly agreed to this under GDPR Article 6 para. 1 (a). The submission of your email address is sufficient in order to receive the newsletter.

You may unsubscribe at any time by sending an email to prague.bio@cbttravel.cz.

c) Social network information, website publication

This includes any information:

- you provide us as part of your profile on a third-party social network;
- you allow the third-party social network to share with us; and
- you publicly publish.

It is optional to share this information. Please visit the website of the appropriate third-party social network to learn more about how the Controller and Processor may access your social network information.

During the Prague.bio Conference 2023, a professional photographer may photograph you. With your permission, we may use them to promote Prague.bio Conference 2023 on our websites, social networks, and other promotional materials. If a third-party provider is involved, you should also visit their website to learn more about their privacy policies as they pertain to your personal data.

d) Payments and financial data

This includes any information you use to register for Prague.bio Conference 2023, such as your credit card details, voucher etc. It also includes the billing name and address associated with your form of payment.

e) Email correspondence

We may collect information from you if you correspond with us via email and/or telephone. For example, if you send an email to prague.bio@cbttravel.cz, we may obtain certain information about you (such as your contact email address) and use it to follow up. The sharing of personal information is optional, except for essential information (e.g., your name or contact details). If you do not provide us with all or some of the requested information, we may not be able to provide you with certain services or information.

2.2 Automatically collected data

We may automatically collect some data using various technologies, including cookies. Please see our cookies policy.

3. Legal Basis and Use of Data

a) Consent

We need your consent to process your pictures and screenshots to promote Prague.bio Conference 2023 on our website (www.cbttravel.eu) as well as on our social network accounts and further promotional material. Please consider that you can revoke your consent in writing at any time. The revocation will be effective only for the future.

b) Contractual obligations

In the following cases we process your data, such as personal information, contact details and payment/financial information etc. for the performance of contractual obligations, like:

- to provide the conference services to you; or
- to enable us to manage customer service interactions with you.

c) Legitimate interest

In the following cases, we process your personal data because of a legitimate interest pursued by the us or by data processor to identify the participants at Prague.bio Conference 2023 to enable us to manage customer service interactions with you and to handle participant contacts, queries, complaints or disputes.

d) Legal Obligation

In the following cases, we process your personal data, because the processing is necessary for compliance with our legal obligation where we have a legal right or duty to use or disclose your information (for example in relation to an investigation by a public authority or in a legal dispute).

4. Communication and publication of data

Your personal data may be communicated to suppliers, collaborators and/or third-party consultants of the Processor, which are entrusted with carrying out certain processing operations, within the scope of the purposes set out in point 3, in order to make certain services available to you. When legally required according to Art. 28 GDPR, we impose contractual obligations on service providers to ensure that they (i) process personal data only under our instructions; (ii) assist us in fulfilling our obligations under applicable data protection legislation; and (iii) safeguard personal data in compliance with applicable data protection legislation. For the complete list of data processors for the purposes referred to in point 4, you may send a request to the following email address prague.bio@cbttravel.cz

Your personal data are not made public. As an exception, your personal data such as name, company and pictures are made available through the virtual platform to the other participants for

networking reasons within the purposes and the legal basis set out under Section 3.c. We may also publish your image contained in screenshots, photos and videos, made during Prague.bio Conference 2023, within the purposes and the legal basis set out under Section 3.a of this Privacy Policy.

5. International transfers

We store your data in the European Union. However, it is possible that the data we collect when you use our website or our services may be transferred outside the European Union and EEA to countries whose data protection legislation differs from that applicable within the European Union or your country of residence. This applies in particular to data shared with our service providers or subcontractors located outside the European Union. When the recipient is located in a country whose legislation has not been the subject of an adequacy decision by the European Commission, we ensure that the transfer is governed by the European Commission's standard contractual clauses guaranteeing a sufficient level of protection of the privacy and fundamental rights of individuals, or equivalent guarantees.

6. Data Security

We have implemented appropriate physical, technical, and organizational security measures designed to secure your personal data against accidental loss and unauthorized access, use, alteration, or disclosure. In addition, we limit access to personal data to those employees, agents, contractors, and other third parties that have a legitimate business need for such access.

7. Data Retention

Except as otherwise permitted or required by applicable law or regulation, we will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, as required to satisfy any legal, accounting, or reporting obligations, or as necessary to resolve disputes. To determine the appropriate retention period for personal data, we consider applicable legal requirements, the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of your personal data, the purposes we process your personal data for, and whether we can achieve those purposes through other means. We specify the retention periods for your personal data in our data retention policy.

Under some circumstances we may anonymize your personal data so that it can no longer be associated with you. We reserve the right to use such anonymous and de-identified data for any legitimate business purpose without further notice to you or your consent. Once you are no longer an employee of the company, we will retain and securely destroy your personal data in accordance with our document retention policy and applicable laws and regulations.

8. Rights of Access, Correction, Erasure, and Objection

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your employment. By law you may have the right to request access to, correct, and erase the personal data that we hold about you, or object to the processing of your personal data under certain circumstances. You may also have the right to request that we transfer your personal data to another party. If you want to review, verify, correct, or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal data to another party, please contact us at prague.bio@cbttravel.cz or prague.bio@cbttravel.cz. Any such communication must be in writing.

We may request specific information from you to help us confirm your identity and your right to access, and to provide you with the personal data that we hold about you or make your requested

changes. Applicable law may allow or require us to refuse to provide you with access to some or all of the personal data that we hold about you, or we may have destroyed, erased, or made your personal data anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal data, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

9. Changes to This Privacy Notice

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any updates. If we would like to use your previously collected personal data for different purposes than those we notified you about at the time of collection, we will provide you with notice and, where required by law, seek your consent, before using your personal data for a new or unrelated purpose. We may process your personal data without your knowledge or consent where required by applicable law or regulation.

10. Use of cookies

On website www.prague.bio, cookies are used to differentiate you from other users. This enables us to give you with a positive experience within the context of the Prague.bio Conference 2023, as well as to enhance our services. Please go to cookie policy for more information on the use of cookies and your options.