

# Privacy Statement

## Introduction

Eventhaus Ltd is committed to protecting and respecting your privacy. We wish to be transparent on how we process your data and show you that we are accountable with the GDPR in relation to not only processing your data but ensuring you understand your rights as a client.

It is the intention of this privacy statement to explain to you the information practices of Eventhaus Ltd in relation to the information we collect about you.

For the purposes of the GDPR the data controller is:

- Eventhaus Ltd
- Contact details of Eventhaus Ltd: Unit 3 Block A, Broomfield Business Park, Malahide, Co. Dublin
- When we refer to 'we' it is Eventhaus Ltd

Please read this Statement carefully as this sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

## Who are we?

Founded in 2010, Eventhaus is a full-service event organization agency offering a wide range of event management functions from financial management, marketing and sponsorship to onsite operations and post event research and data gathering. The team at Eventhaus have over 25 years experience within the events Industry organising and managing a range of events such as conferences, trade shows, consumer events, and award programmes.

Our Data Protection Officer / GDPR Owner and data protection representatives can be contacted directly here:

- Louise McLoughlin
- dataprotection@eventhaus.ie
- +353 (0)1 8460020

## Purpose for processing your data

We may use your Data that we hold to:

- provide you with general information on our Site and to provide you with our services;
- provide you with information regarding our events;
- ensure marketing, ticketing and registration is carried out sufficiently;
- ensure that content from our Site is presented in the most effective, responsive and compatible manner for you and for your computer or device;
- respond to your requests for information and other communication or correspondence you may submit to us;
- improve the services that we provide to you;
- provide you with information or services that you request from us;
- carry out statistical analysis and market research;
- allow you to participate in interactive features of our Site, when you choose to do so;
- investigate any improper use of our services or the network;
- carry out activities necessary to the running of Eventhaus Ltd, including systems testing, network monitoring, staff training and quality control; and
- notify you about changes to our Site, services or policies.

## Why we are processing your data? Our legal basis.

In order for us to provide you with relevant information regarding our event(s), Eventhaus Ltd. needs to collect personal data for the purposes set out above. We will use your personal data only for the stated purposes and in the manner set forth below which describes the steps we take to ensure our processing of your Data is in compliance with the Data Protection Legislation.

In any event, Eventhaus Ltd. are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

## How will Eventhaus Ltd. use the personal data it collects about me?

Eventhaus Ltd. will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary.

## Special Categories of personal data

If we collect any special categories of personal data (e.g. health, religious beliefs, racial, ethnic origin - financial information is not classified as special categories of personal data) - we will ensure that we obtain your explicit consent

## Who are we sharing your data with?

We may pass your personal data on to third-party service providers contracted to Eventhaus Ltd. in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfill the service they provide on your behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with Eventhaus Ltd. procedures.

If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your explicit consent, unless we are legally required to do otherwise.

The third parties that we pass your personal data to are:

- Data service providers such as Mailchimp, Survey Monkey, Stripe, Formstack
- Contractors used to provide event services such stand builders, furniture providers, registration processors.
- Ancilliary service providers such as insurance brokers, sage accounting, stripe and our ticketing providers.

We have issued all our third party processors with a Data Processor checklist asking them GDPR specific questions.

If we transfer personal data to a third party or outside the EU we as the data controller will ensure the recipient (processor or another controller) has provided the appropriate safeguards and on condition that enforceable data subject rights and effective legal remedies for you the data subject are available.

## Data Subjects Rights:

Eventhaus Ltd. facilitate you, our clients, rights in line with our data protection policy and the subject access request procedure. This is available on request.

## Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- **Right of access** - you have the right to request a copy of the information that we hold about you.
- **Right of rectification** - you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** - in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** - where certain conditions apply to have a right to restrict the processing.
- **Right of portability** - you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** - you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** - you also have the right to be subject to the legal effects of automated processing or profiling.
- **Right to judicial review:** in the event that Organisation Name refuses your request under rights of access, we will provide you with a reason as to why.

All of the above requests will be forwarded on should there be a third party involved as we have indicated in the processing of your personal data.

## Additional information we are providing you with to ensure we are transparent and fair with our processing

### Retention of your personal data

Data will not be held for longer than is necessary for the purpose(s) for which they were obtained. Eventhaus Ltd. will process personal data in accordance with our retention schedule. This retention schedule has been governed by our internal governance with advice from professional data protection advisors.

### Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Eventhaus Ltd. or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and

Eventhaus Ltd's data protection representatives Data Protection Officer / GDPR Owner

## **Failure to provide further information**

If we are collecting your data for a contract and you cannot provide this data the consequences of this could mean the contract cannot be completed or details are incorrect.

## **Profiling - automatic decision making**

Profiling for marketing purposes.

When we seek to contact you about other services, we may run automated queries on our computerised data base to establish the suitability of proposed products or services to your needs.

## **Additional Processing**

If we intend to further process your personal data for a purpose other than for which the data was collected, we will provide this information prior to processing this data.

## **Contact Us**

Your privacy is important to us. If you have any comments or questions regarding this statement, please contact us.

## **Privacy policy statement changes**

Eventhaus Ltd. may change this privacy policy from time to time. When such a change is made, we will post a revised version online. Changes will be effective from the point at which they are posted. It is your responsibility to review this privacy policy periodically so you're aware of any changes. By using our services you agree to this privacy policy.

This privacy policy was last reviewed in April 2018.