



PRIVACY POLICY

Effective October 1, 2020

You

If you click to indicate your agreement to this Privacy Policy, “You” are a voluntary user of our website and online applications, including without limitation the Cvent online registration tool, to which this Privacy Policy applies. If you provide us with any Personal Information in your interaction with our website, online applications, or otherwise in connection with seeking or receiving our services, you have expressly consented to LogiPlan’s use and processing of your Personal Information according to the terms of this Privacy Policy.

LogiPlan Business Purpose

LogiPlan USA, LLC, a Florida limited liability company doing business as LogiPlan Global Meetings & Events (“LogiPlan”), administers meeting planning activities for business, educational, and scientific meetings and events, including related travel arrangements. Typical clients include, for example, pharmaceutical companies, entertainment companies, and other businesses of any size.

LogiPlan respects your privacy and is committed to protecting your privacy. LogiPlan collects only the minimum Personal Information necessary to: (a) administer arrangements for meetings, events, and related travel, (b) invite you to other meetings, events, and educational, scientific, or other opportunities directly related to your industry, (c) confirm or fulfill a request you have made, or (d) facilitate the operation or maintenance of our website, our services, our operations and internal record keeping. Personal Information will be used solely for these purposes. We will never sell your Personal Information or disclose it for any reason other than as provided in this Privacy Policy.

Personal Information:

In order to arrange your meeting, event, or travel needs, we need certain Personal Information about you, which will need to be given to third party vendors accepting reservations on your behalf. “Personal Information” may include your name, company/organization, title, date of

birth, age, gender, email address, mailing address, physical address, telephone number, a username and password, travel reward numbers, special needs for ADA accommodations, or other information that is personal to you and directly relevant to our services. Personal Information that we need does not include sensitive information such as your social security number. In some instances, LogiPlan may need a Form W-9 for facilitation of payments, which will include your social security number or tax ID number. LogiPlan will use commercially reasonable care to maintain strict confidentiality of any social security numbers and tax ID numbers, and will only retain the numbers for as long as necessary.

We do not solicit or intentionally collect Personal Information from persons under the age of 18. If you are the parent or guardian of a minor child who will accompany you to an event, by your use of our services and by providing us the minor child's Personal Information, you thereby consent to our use of the child's Personal Information according to the terms hereof. If you are under 18, do not (i) use any features of our website, including any interactive features or applications, (ii) register for any of our meetings or events, or (iii) give us any Personal Information about yourself.

If you would like to request a copy of your Personal Information data or would like to request Personal Information deletion, please contact our Data Protection Officer at Data@LogiPlanGlobal.com.

Transfer, Processing, and Sharing of Your Information:

LogiPlan's office and business operations are located in the United States. All Personal Information is transferred to and processed in the United States.

Your personal information will be shared only on an as-needed basis with LogiPlan's owners, employees, and externally with third party vendors, such as: (a) airlines, hotels, and meeting space operators, for the administration of planning your travel, stay, and participation in meetings and events, and (b) third party providers of our data management programs, including, for example (as of the Effective Date of this Privacy Policy), [Cvent Inc.](#), which provides LogiPlan with "cloud-based" event planning management software (you can find Cvent's Privacy Policy [here](#)); [Egnyte Inc.](#), which is LogiPlan's cloud-based storage drive (you can find Egnyte's Privacy Policy [here](#)); Google, including Google G Suite, for cloud computing, productivity, and collaboration tools (you can find Google's Privacy Policy [here](#) and its Data Processing Amendment to G Suite, Version 2.3, [here](#)) (collectively, "LogiPlan Service Providers"). By providing LogiPlan with your personal information, you acknowledge and agree to the privacy policies set forth by the LogiPlan Service Providers, whether or not they are directly referenced in this policy. Based on the Service Providers' published privacy policies, LogiPlan has a reasonable expectation that the Service Providers are committed to consumer privacy and data protection, including GDPR, and LogiPlan is not liable for any act, omission, or failure of any LogiPlan Service Provider. LogiPlan may change its Service Providers from time to time, but will only retain Service Providers

who demonstrate a commitment to consumer privacy, data protection, GDPR, and all applicable laws.

Access to Personal Information is limited to those individuals who require the information for purposes related to your meetings, events, and travel, and will not be used for any other purposes.

LogiPlan may be required to disclose certain personal information (a) to U.S. or other government and regulatory authorities and will comply with any lawful requirements (which may include legal requirements outside your country of residence), or (b) to protect against or identify fraudulent transactions.

Data Integrity and Security:

LogiPlan takes reasonable and appropriate steps to ensure that Personal Information collected is accurate, complete and up-to date, and to stop and remediate any unauthorized access, disclosure, alteration, or processing.

LogiPlan is committed to following the European Union's General Privacy Data Regulations ("GDPR"). LogiPlan acts as a data Processor on behalf of its clients and has a dedicated Data Protection Officer, who can be reached at Data@LogiPlanGlobal.com. For purposes of GDPR, LogiPlan is a Processor, as defined by GDPR, which processes Personal Information on behalf of its clients and other business contacts who are the Controllers and original obtainers of the Personal Information. LogiPlan maintains separate contracts with its clients and business contacts, setting forth the obligations of the Processor and Controller, as required by GDPR, including without limitation the requirement of the Controller to expressly obtain the consent of any European Union resident to collect, store, process, and transfer to LogiPlan as a Processor, his/her Personal Information. Pursuant to GDPR, LogiPlan will notify its clients and business contacts (the Controllers) within 72 hours of discovering any data breach.

With respect to European Union residents, in compliance with GDPR, we only collect Personal Information about the following persons: (a) those whose explicit consent has been obtained pursuant to GDPR; (b) those whose Personal Information is required or permitted by a contract to which the data subject is a party (c) in order to take steps at the request of the data subject prior to entering into a contract; (d) or with whom we have a legitimate business interest where our interests are not overridden by the individual's data protection interests, or fundamental rights and freedoms.

Duration of Personal Information Storage and Processing:

Unless you request otherwise, Personal Information that you provide us will be retained for the shorter of: (a) for as long as consent was originally provided, (b) the duration of any applicable contract to which you are a party, (c) until consent is revoked, or (d) as long as we have a legitimate business purpose for it, after which it is removed from our production environment, and 3 months later, it is removed from our backup system.

YOU ALWAYS HAVE THE RIGHT TO ACCESS, CORRECT, OR REQUIRE US TO DELETE YOUR PERSONAL INFORMATION FROM OUR DATABASE. UPON VERIFICATION OF YOUR IDENTITY, WE WILL PROVIDE YOU WITH A COPY OF ALL OF YOUR PERSONAL INFORMATION IN OUR POSSESSION OR CONTROL WITHIN 30 DAYS OF REQUEST. UPON VERIFICATION OF AN INACCURACY IN YOUR PERSONAL INFORMATION, WE WILL CORRECT IT AND FORWARD THE CORRECTION TO OUR CLIENT WHO ORIGINALLY PROVIDED US WITH YOUR PERSONAL INFORMATION, FOR THEIR CORRECTION AS WELL. WE WILL NOT MAKE CHANGES THAT WE BELIEVE WILL VIOLATE ANY LAW (WHICH MAY INCLUDE LAWS APPLICABLE TO US OUTSIDE YOUR COUNTRY) OR WILL BE FRAUDULENT OR DECEPTIVE. YOU ACKNOWLEDGE THAT IF YOU HAVE US DELETE YOUR PERSONAL INFORMATION IT WILL NECESSARILY DELETE YOUR ACCOUNT AND WE WILL NO LONGER BE ABLE TO SERVICE YOUR MEETING, EVENT, OR TRAVEL NEEDS.

ANY DELETION OF PERSONAL INFORMATION OR WITHDRAWAL OF CONSENT SHALL NOT AFFECT THE LAWFULNESS OF PROCESSING BEFORE ITS WITHDRAWAL OR DELETION.

Contacting LogiPlan:

We use a variety of organizational, technical and administrative measures to protect Personal Information within our organization. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you might have with us has been compromised), please immediately notify us of the problem by contacting our Data Protection Officer at Data@LogiPlanGlobal.com.

Truthfulness and Indemnity:

You agree not to input into LogiPlan's website, applications, or database any Personal Information of another person without their express written consent, and you will indemnify, defend, and hold harmless LogiPlan against any and all liabilities, claims, lawsuits, proceedings, damages, and losses incurred by LogiPlan (including without limitation attorney's fees and costs), as a result of inputting any person's Personal Information into LogiPlan's website, applications, or database without such person's explicit consent, or as a result of any other act of deceit, dishonesty, fraud, or violation of any law by you.