



# THE NETWORK FORUM

## Privacy Policy

This privacy policy applies between you, the User of this Website and The Network Forum Ltd., the owner and provider of this Website. The Network Forum Ltd. takes the privacy of your information very seriously. This privacy policy applies to our use of any and all Data collected by us or provided by you in relation to your use of the Website. **Please read this privacy policy carefully.**

### Definitions and interpretation

1. In this privacy policy, the following definitions are used:

<b>Data</b>	collectively all information that you submit to The Network Forum Ltd. via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Legislation ;
<b>Data Protection Legislation</b>	means the provision of applicable laws regulating the use and processing of personal Data, as may be defined in such provisions, including the EU Data Protection Directive 95/46/EC and all implementing laws (when applicable), the GDPR, the EU Privacy and Electronic Communications Directive 2002/58/EC and all implementing laws, the UK Data Protection Act 1998 and all amendments and/or replacement legislation, and where applicable, the guidance codes of practice issued by the relevant data protection regulator.
<b>The Network Forum Ltd., or us</b>	The Network Forum Ltd., a company incorporated in England and Wales with registered number The Network Forum Ltd. whose registered office is at 167-169 Great Portland Street, 5th Floor, London, W1W 5PF, UK;
<b>User or you</b>	any third party that accesses the Website and is not either (i) employed by The Network Forum Ltd. and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to The Network Forum Ltd. and accessing the Website in connection with the provision of such services; and
<b>Website</b>	the website that you are currently using, <a href="http://www.thenetworkforum.net">www.thenetworkforum.net</a> , and any sub-domains of this site unless expressly excluded by their own terms and conditions.

2. In this privacy policy, unless the context requires a different interpretation:
  - a. the singular includes the plural and vice versa;
  - b. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;
  - c. a reference to a person includes firms, companies, government entities, trusts and partnerships;
  - d. "including" is understood to mean "including without limitation";
  - e. reference to any statutory provision includes any modification or amendment of it;
  - f. the headings and sub-headings do not form part of this privacy policy.

### Scope of this privacy policy

3. This privacy notice aims to give you information on how The Network Forum Ltd collects and processes your personal Data when you interact with us, including any Data you may provide to us.
4. Our website is not intended for children and we do not knowingly collect Data relating to children.
5. It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal Data about you so that you are fully aware of how and why we are using your Data. This privacy notice supplements the other notices and is not intended to override them.

### Data collected

6. The Network Forum Ltd may collect the following Data, which includes personal Data, from you:
  - a. Name
  - b. Gender;
  - c. Job Title;
  - d. Profession;
  - e. Contact Information such as email addresses and telephone numbers;
  - f. IP address (automatically collected);
  - g. A list of URLs starting with a referring site, your activity on this Website, and the site you exit to (automatically collected);
  - h. in each case, in accordance with this privacy policy.

### Our use of Data

7. In relation to our services, Data Subjects subscribe to the Network Forum community to receive details of events that are of interest and relevant to them. The contact information that is collected is used to improve services to keep the Data Subjects up to date and to notify the Date Subjects of Events that may be of interest or relevance to them. All such Data Subjects can unsubscribe from the community.

8. For purposes of the Data Protection Legislation, The Network Forum Ltd. is the "data controller".
9. We will only use your personal Data when the law allows us to. Most commonly, we will use your personal Data in the following circumstances:
  - a. Where we need to perform the contract we are about to enter into or have entered into with you.
  - b. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
  - c. Where we need to comply with a legal or regulatory obligation.
10. Unless we are obliged or permitted by law to do so, and subject to any third party disclosures specifically set out in this policy, your Data will not be disclosed to third parties. This does not include our affiliates and / or other companies within our group.
11. All personal Data is stored securely in accordance with the principles of the Data Protection Legislation. For more details on security see the clause below (**Security**).
12. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website. Specifically, Data may be used by us for the following reasons:
  - a. internal record keeping;
  - b. improvement of our products / services;
  - c. managing events and sharing contact details with delegates and sponsors;
  - d. transmission by email of promotional materials that may be of interest to you;
  - e. contact for market research purposes which may be done using email, telephone, fax or mail.  
Such information may be used to customise or update the Website; in each case, in accordance with this privacy policy - interrogate our database and identify proposed recipients, and
  - f. - screen out any who may have objected to receiving direct marketing generally or by email
  - g. - export lists of proposed contacts into direct marketing software, ie. *MailChimp*, (or other similar systems) to send marketing email campaigns to relevant individuals (corporate contacts).

## Retention

13. The Network Forum Ltd will only retain your personal Data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.
14. To determine the appropriate retention period for personal Data, we consider the amount, nature, and sensitivity of the personal Data, the potential risk of harm from unauthorised use or disclosure of your personal Data, the purposes for which we process your personal Data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## Third party websites and services

15. The Network Forum Ltd. may, from time to time, employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services do not have access to certain personal Data provided by Users of this Website.
16. Presently, The Network Forum Ltd uses the following services;
  - a. IONOS for storage (<https://www.ionos.co.uk/terms-gtc/privacy-policy/>);
  - b. Godaddy for [https://www.godaddy.com/en-uk/legal/agreements/privacy-policy?target=\\_blank](https://www.godaddy.com/en-uk/legal/agreements/privacy-policy?target=_blank);
  - c. Stripe for payment services (<https://stripe.com/gb/privacy>).

## Links to other websites

17. This Website may, from time to time, provide links to other websites. We have no control over such websites and are not responsible for the content of these websites. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy or statement of other websites prior to using them.

## Cookies

18. You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of our website may become inaccessible or not function properly. The only cookie we operate is one deployed during the completion of the online registration form for any of our events, which ensures the website records the information submitted on any preceding pages of the form in order to successfully process the registration.

## Changes of business ownership and control

19. The Network Forum Ltd will only use your personal Data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.
20. If we need to use your personal Data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.
21. Please note that we may process your personal Data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

22. The Network Forum Ltd. may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of The Network Forum Ltd. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.

23. We may also disclose Data to a prospective purchaser of our business or any part of it.

24. In the above instances, we will take steps with the aim of ensuring your privacy is protected.

### Controlling use of your Data

25. Wherever you are required to submit Data, you will be given options to restrict our use of that Data.

This may include the following:

26. use of Data for direct marketing purposes; and

27. sharing Data with third parties.

### Functionality of the Website

28. To use all features and functions available on the Website, you may be required to submit certain Data.

### Your Legal Rights

29. Under certain circumstances, you have rights under Data Protection Legislation in relation to your personal Data. [Please click on the links below to find out more about these rights]:

a. [Request access to your personal Data].

b. [Request correction of your personal Data].

c. [Request erasure of your personal Data].

d. [Object to processing of your personal Data].

e. [Request restriction of processing your personal Data].

f. [Request transfer of your personal Data].

g. [Right to withdraw consent].

30. If you wish to exercise any of the rights set out above, please contact us.

31. You will not have to pay a fee to access your personal Data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

32. We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal Data (or to exercise any of your other rights). This is a security measure to ensure that personal Data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

33. We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## Opting Out

34. You can ask us or third parties to stop sending you marketing messages at any time [by logging into the website and checking or unchecking relevant boxes to adjust your marketing preferences or by following the opt-out links on any marketing message sent to you or] by contacting us at any time].

35. Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of [a product/service purchase, warranty registration, product/service experience or other transactions].

## Security

36. The Network Forum Ltd have put in place appropriate security measures to prevent your personal Data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal Data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal Data on our instructions and they are subject to a duty of confidentiality.

37. We have put in place procedures to deal with any suspected personal Data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

38. If password access is required for certain parts of the Website, you are responsible for keeping this password confidential.

39. We endeavour to do our best to protect your personal Data. However, transmission of information over the internet is not entirely secure and is done at your own risk. We cannot ensure the security of your Data transmitted to the Website.

## Transfers outside the European Economic Area

40. Data which we collect from you may be stored and processed in and transferred to countries outside of the European Economic Area (EEA). For example, this could occur if our servers are located in a country outside the EEA or one of our service providers is situated in a country outside the EEA. These countries may not have data protection laws equivalent to those in force in the EEA.

41. If we transfer Data outside the EEA in this way, we will take steps with the aim of ensuring that your privacy rights continue to be protected as outlined in this privacy policy. You expressly agree to such transfers of Data.

42. Whenever we transfer your personal Data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

a. We will only transfer your personal Data to countries that have been deemed to provide an adequate level of protection for personal Data by the European Commission. For further details, see European Commission: Adequacy of the protection of personal Data in non-EU countries.

b. Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal Data the same protection it has in Europe. For further details, see European Commission: Model contracts for the transfer of personal Data to third countries.

- c. Where we use providers based in the US, we may transfer Data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal Data shared between the Europe and the US. For further details, see European Commission: EU-US Privacy Shield.

## General

43. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.
44. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.
45. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
46. This privacy policy is governed by and interpreted according to English law. All disputes arising under this privacy policy are subject to the exclusive jurisdiction of the English courts.

## YOUR LEGAL RIGHTS

47. You have the right to:

**Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

**Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

**Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

## Changes to this privacy policy

48. The Network Forum Ltd. reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

You may contact The Network Forum Ltd. by email at [info@thenetworkforum.net](mailto:info@thenetworkforum.net).