

## SUPPLIER PARTNER

### PRIVACY POLICY

Your privacy is important to us, we always strive to manage your personal information with integrity and respect. Earning your trust as we protect your privacy is at the core of what we do every day. We are committed to:

1. Being transparent about data management
2. Simplifying our policies and making your choices clear
3. Making sure you have control of your own data

We are thoughtful about the personal information we ask you to provide and the personal information that we collect about you through the operation of our services.

- We store your personal information for only as long as we have a reason to keep it.
- We aim for full transparency on how we gather, use and share your personal information.

### General Terms

The Virtual Event Directory (Virtual Events Directory Ltd) is committed to protecting your personal information when you use our services. This Privacy Policy relates to our use of any personal information that we collect from you through the following sources:

- All The Virtual Event Directory websites that link to this Privacy Policy
- Our Software as a Service platforms
- Social media

(we'll refer to these as services throughout the rest of this policy)

This also relates to any information that you provide to us in person, for example at meetings or exhibitions, by email, phone or SMS, letters and other correspondence. We sometimes need to collect information about you in order to provide you with a full range of services. This Privacy Policy explains the following:

- What information we may collect about you
- How we will use the information we collect about you
- When we may use your details to contact you
- Whether we will disclose your details to anyone else
- Your choices regarding personal information that you provide to us
- The use of cookies on our websites

Our websites contain links to websites owned and operated by third parties. These third-party websites will have their own privacy policies and are likely to use cookies; we recommend that you review them. We do not accept any responsibility or liability for the privacy policies and practices of these third-party websites and if you use them you should be aware that this is at your own risk.

Naturally, we are committed to keeping your personal information safe and while we take every possible effort to safeguard this you should be aware that no website can be completely secure, therefore if you have concerns that your account could have been compromised please contact us right away.

### **Who are we?**

The Virtual Event Directory (VED) is the trading name of our registered company (Virtual Events Directory Ltd), a UK based private held interactive directory website built upon an in-house owned CMS that provides information about suppliers catering to the events industry, located all over the world.

Thevirtualeventdirectory.com allows meeting planners and event buyers to enter their own supplier search criteria via various online search methods such as “category search” or “event filter search” or “special offers” or “inspire me”. Details of the required suppliers and the available service options are supplied to them within a few seconds. Browsers can find detailed information on the suppliers, including services, facilities, location, images, videos, case studies, functionalities,

and as much as the supplier uploads about themselves\*. Alternatively, event planners can send a specific enquiry to up to 6 suppliers per category from the Shortlist enquiry process.

\*paid supplier listings only. Non-paid provide basic information only

### **What information will [thevirtualeventdirectory.com](http://thevirtualeventdirectory.com) collect about me?**

When you sign up to any of our services or online content such as the online directory, newsletters, competitions, telephone or e-mail us we may receive personal information about you. This may include information such as your name, gender, e-mail address, telephone or mobile number and postal address. Some of our services allow you to sign in using a third party service such as Twitter or LinkedIn; if you choose to use this method you will be presented with a box that will ask your permission to allow us access your personal information (eg your full name, e-mail address and any other information that you have made publicly accessible). Any information that is not required by the particular service you wish to use will not be retained by us.

### **How will you use the information you collect about me?**

We use your personal information in a number of ways to enhance the service we provide to you:

- For administration purposes for example providing you with password reminders, to provide you with information about system updates and also to let you know of any changes to our Privacy Policy or Terms and Conditions.
- To provide you with our services, to deal with requests and enquiries about online content.
- To contact you about any submission you've made including content provided.

We may analyse the information you supply and your activity on our services so that we can offer a more relevant tailored service. If you are signed in to our services or have subscribed to email updates and newsletters you will receive a personalised service. If you no longer wish to receive this you may unsubscribe at any time from your homepage when logged in or by sending an email to our data controller.

- We use IP addresses to identify the location of users, to establish number of visits from geographical regions.

In the event that we propose using your personal information for any other uses we will notify you. See changes to our Privacy Policy.

### **Your Account**

If you have registered to use any of our services, you may update your contact preferences on your homepage.

### **When will you contact me?**

You may be contacted by us for the following reasons:

- In response to correspondence, we receive from you or any comments or complaints about our services.
- Regarding any content you have submitted to us for publication including news items, special offers and promotions.
- In relation to an event or enquiry that you have made through any of our services
- To update you about any significant changes to our Terms and Conditions or Privacy Policy
- To invite you to take part in surveys relating to our services
- In order to ensure that we can deliver your service, for example to verify your email when you register for an account or to help you reset your password.
- For marketing purposes

### **Contact for marketing purposes**

We will only send you marketing emails or contact you via our services where you have agreed to this. We may personalise the message contact based on information you have supplied to us and your use of our services. We provide regular and ad hoc newsletters and email updates.

We may also use your personal information to show you relevant advertising on third party websites, for example Facebook, Twitter and Instagram.

### **Sharing your personal information**

We will share your information with Third Parties. We share the information that you have supplied or answered within the questionnaires with the relevant venue or client. The clients use this to profile you; this enables them to send you targeted communications. Venues use the information to provide you with quotations and contracts related to your enquiry.

### **How long will you keep my information?**

We will only hold your personal information on our systems for as long as necessary, for example to maintain your account. If you wish to delete your account we will ensure that your personal information is deleted immediately and the remaining information is anonymised for analytical purposes.

If you don't use your account for 12 months, we'll send you an email to ask if you would like it to be deleted or retained for a further 12 months.

### **Can I delete my personal or company information?**

Of course, you may delete your data by closing your account with us. If you no longer wish to keep your account please email us at [sales@virtualeventsdirectory.com](mailto:sales@virtualeventsdirectory.com)

### **Can I find out what personal information you hold about me?**

The Data Protection Act gives you have the right to request a copy of any personal information that we hold about you. Naturally we need to be sure that it's you making the request so we'll need 2 items of identification from you; these could be any two of the following:

- Birth Certificate
- Utility Bill (no more than three months old)
- Bank Statement (current or up to three months old)
- Driving Licence

## Cookies

What is a cookie? Essentially it is a string of text containing information that a website transfers to the cookie file on your computer so that the website can remember who you are. It will usually consist of the name of the domain where the cookie originated, a value which is usually a randomly generated unique number and the 'lifetime' of the cookie.

Why do you need them? Cookies help websites arrange content to match your interests more quickly but don't worry you can't be identified by cookies alone. Can I disable cookies? Yes, of course, you may accept or decline cookies or you can modify the settings in your browser, but remember that if you disable cookies you may not be able to use all of the interactive features of websites.

## Changes to The Virtual Event Directory Privacy Policy

It may be necessary for us to make changes to this policy from time to time for example in order to comply with changes in legislation. If you don't agree to the Privacy Policy and any changes made to it, you should not submit any personal information to us. Of course, as previously mentioned, you can check or delete your personal information we hold at any time.

If we make any significant changes to the policy for instance how we use your personal information than we'll notify you by email.

## Questions about this Privacy Policy?

Finally, if you have any queries about this policy please get in touch with us

Data Protection Officer  
The Virtual Event Directory  
Unit 22 Derwent Business Centre  
Clarke Street, Derby DE1 2BU  
or by e-mail: [sales@virtualeventsdirectory.co.uk](mailto:sales@virtualeventsdirectory.co.uk)

V1.1 21072021