

CONFERO PLAN/MEET - PRIVACY POLICY

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INTRODUCTION

Our Confero Cloud solution consists of two products:

- Confero PLAN: delegate onboarding/management and meeting preparation/scheduling
- Confero MEET: remote meeting attendance

These products were developed keeping important aspects of security and privacy in mind. During development code and tests were developed to verify correct operation, not only functional but also on the aspect of security and privacy.

If there would be any questions regarding our personal data and privacy policies you can contact the assigned data protection officer through gdpr@televic.com.

WHAT/WHY?

- For the purpose of Confero Cloud product functionality:
 - Users' personal information : first name, last name, e-mail, (optional) badge ID, (optional) member ID and organization rights
 - Meeting related data which does include : meeting attendance, agenda/voting topics, voting results
- For the purpose of our Confero Cloud product support:
 - PC OS name and version, browser name and type
 - audio/video statistics: latency, packet loss, ...

WHO HAS ACCESS?

Televic Conference will not sell or make individual identifying information available to third parties. The appropriate technical and organizational measures have been taken into account to protect personal data against unlawful access or loss. Limited to need to know basis only.

HOW LONG IS IT STORED?

In general, data is stored for the lifetime of the contract. As for the product support category (like audio/video statistics), datasets are stored for a maximum of 2 weeks.

HOW DO WE PROTECT (PERSONAL) DATA?

We are applying security and privacy by design principle. This makes sure that we can take data protection into account during the development process. The data protection includes encryption of all data transfers.