

## **PRIVACY POLICY**

This privacy policy governs the collection and use of personal information by Harpe Technologies Ireland Ltd.

We are committed to abiding by this privacy policy, as well as the requirements of applicable laws, in the operation of our business.

Please, read this policy carefully as it explains the kind of personal information we collect about you and how it is handled. By accessing or browsing our websites, you confirm that you have read, understood and agree to this privacy policy in its entirety. If you do not agree with the practices described in this policy, you should not use this website.

For the purpose of applicable data protection laws, the data controller is Harpe Technologies Ireland Ltd.

### **Information covered by this policy**

This policy covers all personal information collected and used by Harpe Technologies Ireland Ltd. In this policy "personal information" means information that (either in isolation or in combination with other information held by us) enables you to be identified as an individual or recognised directly or indirectly. This may include your name, date of birth, sex, postal address, email address, computer IP address, phone number, credit card number, login information and technical information from the devices you use to receive our services.

### **Collection of personal information**

We may collect information about you from different sources detailed below.

## **COLLECTION AND USE OF PERSONAL INFORMATION**

When you access and browse our websites (including when you register for an event or fill in forms on our websites) and when you correspond with us by phone or email or other electronic means, you may give us information about yourself. This information can include your name, payment processing information, postal address, email address, landline and/or mobile telephone number, delivery details, dietary and access requirements and information about your employment (including your job title, responsibilities and employer's details) as well as other personal information.

With regard to each of your visits to our website(s), we may also use cookies and other technologies to automatically collect the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating systems and platforms; and
- information about your visit, including the full Uniform Resource Locators (URL) clickstreams to, through and from our websites, products you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks and mouse-overs), methods used to browse away from that page and any phone number used to call us

We may receive information about you from the other services that we provide. We also work closely with third parties such as payment processors, app providers and on-site event services suppliers and may receive information about you from them. We may also collect information about you from publicly available sources, including publicly available content on social media.

## OUR USE OF YOUR PERSONAL INFORMATION

We use the personal information that you provide to us to provide goods and services to you (including to ensure that your requirements are met at events and to complete any bookings that you make through our website) and to process payments as requested by you. Using your personal information in this way is necessary for us to perform our contractual obligations to you.

From time to time, we may contact you (or permit selected third parties to contact you) to tell you about our events, special offers and other relevant goods or services. By providing us with your mail address and/or mobile telephone number, you are consenting to us contacting you by email and/or SMS. Third parties will only contact you by electronic means if you have consented to this.

We will need to use your contact information (such as your email address or postal address) to assist you with any bookings you make through our website. Using your personal information in this way is necessary for us to perform our contractual obligations to you.

We may use your IP address to help diagnose problems with our server or to administer our websites. We may conduct analyses of user traffic to measure the use of our websites and to improve our content of our websites and our services. It is in our legitimate interest to look at user traffic so that we can improve our websites and better meet your needs as a customer.

We also process your personal information where we are required to do so by law and for the exercise or defence of legal claims.

We will keep hold of your data for 2-3 years and will use it to provide information about Harpe Technologies Ireland Ltd. and other events we organise that are relevant to you. Your badge will be scanned by us as you enter any of our events. We will use this information to record which event you visited and when. By allowing your badge to be scanned at an event, you are consenting to your information being processed in this way. If you do not wish for your information to be processed, please do not allow your badge to be scanned.

## TRANSFERS OF PERSONAL INFORMATION

We may disclose your personal information to selected third parties outside Harpe Technologies Ireland Ltd., including for processing purposes associated with payment processing, data cleansing and processing services, event badging, the supply of goods and services relating to the event, for website administration, or elsewhere when you have consented to such disclosures. These third parties are contractually bound only to use personal information to perform the services that we hire them to provide.

We may disclose your personal information to third parties:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective buyer of such business or assets;
- if Harpe Technologies Ireland Ltd., or substantially all of its assets are acquired by a third party, in which case personal data about its customers will be one of the transferred assets; and
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation or in order to enforce our terms and conditions or other agreements, or to protect the rights, property or safety of Harpe Technologies Ireland Ltd.

## WHERE WE STORE YOUR DATA

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, among other things, the provision of services to you or the processing of your payment details. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## SECURITY OF PERSONAL INFORMATION

We use administrative, technical, and physical measures to safeguard personal information against loss, theft and unauthorised uses, access or modifications.

## THIRD PARTY WEBSITES AND APPS

Our websites may contain links to and from third party websites and we may provide you with details of apps provided by third parties. Please note that if you follow a link to any of these websites or download an app, these websites and apps will have their own terms of use and privacy policies and we do not accept any responsibility of liability for these policies. Please check these policies before you submit any personal data to these websites or apps.

## YOUR RIGHTS

### **Your right to access the information we hold about you**

You have the right to ask us whether or not we process your personal data and to request information on the purposes of data processing as well as confirmation on whether we use your personal information for these purposes only.

You can request access to the information we hold about you by contacting us using the contact details set out below. We will endeavour to make our file of your information available to you within 1 month.

### **Your right to have your information corrected or deleted**

You also have the right to ask us to update and correct any out-of-date or incorrect personal information that we hold about you or to withdraw consent at any time, by contacting us as detailed below. You also have the right to be informed of the third parties to which we transfer your personal data within the scope of this privacy policy.

### **Your right to object to us processing your data**

You have the right to ask us to stop processing your data, even where that processing is necessary for our legitimate interests (for example, where the processing is necessary for the legitimate commercial objectives we pursue in the course of our business),

including the profiling we undertake to send you personalised offers, product recommendations and similar content. You also have the right to object to any results of a processing activity that prejudice your rights and that are conducted exclusively through automated systems.

You also have the right to ask us to stop processing your data for direct marketing purposes, including any profiling we undertake for the purposes of direct marketing. We will in any case only send you marketing communications if you have previously agreed to this, but if you change your mind, you can easily unsubscribe from our marketing communications at any time by following the instructions included in these marketing communications.

### **Making a complaint**

You have the right to lodge a complaint with the data protection authorities if you believe that we have not complied with applicable data protection laws. You also have a right to claim damages if processing of your personal information violates applicable data protection law.

### **CHANGES TO OUR PRIVACY POLICY**

We reserve the right to amend this privacy policy at our sole discretion, without prior notice to you. Please review our privacy policy on a regular basis to make sure you have read the latest version and you understand what we do with your personal information. Your continued use of our services or our websites following the posting of changes to these terms means that you consent to those changes.

## CONTACTING US

If you have any questions about this privacy policy, you can email us at [tom@harpe.ie](mailto:tom@harpe.ie)

If you wish to exercise your rights under applicable data protection law and this privacy policy, please contact us in writing at:

Tom Burke Harpe Technologies Ireland Ltd, Suite 9, Orancourt Oranmore Co. Galway  
Ireland. Eir Code H91W3Y4

This version of the privacy policy is effective as of Jan 1<sup>st</sup> 2020