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INFORMATION NOTICE

# INFORMATION NOTICE TEMPLATE

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## 1. About us

### 1.1 Data controller

The following information is provided so that you are aware of the commitments made in terms of the protection of personal data by PG Promotion, located at 1 rue Augustine Variot, 92240 Malakoff, France, which acts as data controller with regard to the processing of personal data as set out in this information notice.

### 1.2 Our Data Protection Representative

PG Promotion has appointed a Data Protection Representative who can be contacted at the following address:

[data-privacy@mnhgroup.com](mailto:data-privacy@mnhgroup.com)

## 2. The personal data that we process

Within the scope of personal data processing, we collect and process the following data:

- Identification data;
- Data relating to your professional activities.

## 3. Purposes of data processing and legal grounds

### 3.1 Purposes of data processing

We process data for the following purposes:

- Commercial prospection;
- Sending of newsletters relating to events (list of exhibitors, content (conferences and forums), activities, market-related articles, etc.).

### 3.2 Legal grounds for data processing

We process data only if at least one of the following conditions is met:

- You have been informed in advance or, if required by prevailing regulations, your consent for data processing has been obtained;
- Our legitimate interests, or those of a third party, justify the processing of the personal data in question;
- The performance of a contract linking us to you requires that we process the personal data in question; and/or
- We are subject to legal and regulatory requirements that oblige us to process the personal data in question.

## 4. Recipients of your data

The personal data that we collect, along with any data that is collected subsequently, is sent to us in our capacity as data controller.

We ensure that only authorised persons are able to access this data.

We may send this data to our service providers so that they can provide the services that we require from them. Some personal data may be sent to third parties or legally approved authorities, in fulfilment of our legal, regulatory or otherwise agreed obligations.

Your personal data may be reconciled, pooled or shared between any of nehs entities.

Your personal data may be communicated to our partners in order to ensure that your participation in an event goes smoothly.

Your data may be communicated to these entities for the purposes set out in this information notice. These operations are performed on the basis of instruments compliant with applicable regulations and suitable to ensure the protection of your privacy and compliance with your rights.

Personal data is not transferred outside the European Union.

## 5. Data storage periods

The data storage periods applied to your personal data are in keeping with the purposes for which the data was collected, in accordance with applicable regulations.

## 6. Your rights

### 6.1 Your right to access and rectify your data

You have the right of access and rectification with regard to your personal data.

To this end, you will receive confirmation as to whether your personal data has been or will be processed, and, if processing has occurred, you have the right to access your data and information pertaining to:

- The purposes of data processing;
- The categories of personal data in question;
- The recipients or categories of recipient and, where applicable, the international organisations to which your personal data has been or will be sent, in particular any recipients who are in other countries;
- When possible, the envisaged data storage period or, if this is not possible, the criteria used to determine how long data will be stored;
- The existence of the right to ask the data controller to rectify or delete your personal data, the right to request the restriction of processing of your personal data, and the right to object to processing;
- The right to submit a complaint to a supervisory authority;

- The source of data when this is not collected directly from the people concerned;
- The existence, where applicable, of automated decision-making, including profiling and, in the latter case, useful information as to the underlying rationale, as well as the importance and envisaged consequences of this processing for the people concerned.

You can also request that your personal data be rectified or supplemented, as required, if it is inaccurate, incomplete, ambiguous or out of date.

## **6.2 Your right to erasure of your data**

You can request that we erase your personal data when one of the following grounds applies:

- The personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed;
- You object to the processing of your personal data where there are no legal grounds for the said processing;
- The processing of your personal data is not compliant with the provisions set out in the applicable legislation and regulations;
- Your personal data was collected in relation to the offer of information society services for children of under 16 years of age.

Nevertheless, this right cannot be exercised if the storage of your data is required by legislation or regulations and, in particular, for the establishment, exercise or defence of legal claims.

## **6.3 Your right to restrict data processing**

You can request that the processing of your personal data be restricted in the cases set out by legislation and regulations.

## **6.4 Your right to object to data processing**

You have the right to object to the processing of your personal data when processing is based on the legitimate interests of the data controller.

## **6.5 Your right to data portability**

As of 25 May 2018, you also have the right of portability of your personal data.

This right may be exercised in relation to the following data:

- Only your personal data, which excludes anonymised personal data or data that does not relate to you;
- Declarative personal data, and the aforementioned functional personal data;
- Personal data that does not infringe the rights and privacy of third parties, such as that protected by commercial confidentiality.

This right is limited to processing based on consent or on contractual grounds, as well as personal data that you have generated yourself.

This right does not cover derived or inferred data, which is personal data created by the data controller.

## **6.6 Your right to withdraw your consent**

If the data processing that we conduct is based on your consent, you can withdraw your consent at any time. We will therefore cease to process your personal data, but previous data processing operations for which you had given your consent will not be called into question.

## **6.7 Your right to submit a complaint**

You have the right to submit a complaint to the CNIL in France, without prejudice to any other administrative or legal proceedings.

## **6.8 Your right to define post-mortem instructions**

You have the option to define post-mortem instructions pertaining to the storage, erasure and communication of your personal details after your death, by informing a trusted third party who is certified and responsible for ensuring that your wishes are respected, in accordance with the requirements of the applicable legislation.

## **6.9 How to exercise your rights**

- You can exercise your rights by writing to the following email address:

[info@pgpromotion.fr](mailto:info@pgpromotion.fr)

You must provide proof of your identity.

To this end, you must clearly indicate your full name and the address to which you would like us to respond, and attach a photocopy of an ID document bearing your signature.

In principle, you may exercise all of your rights without charge. However, in relation to your right of access, you may be asked to pay for reasonable expenses based on administrative costs for any copies of data requested.

With regard to the right to information, we are not obligated to satisfy your request if you already have the information that you ask us to send.

You will be informed if we are unable to satisfy your requests.

We hereby inform you that failure to provide information or the modification of your data may have an impact on the processing of certain requests in the performance of our contractual relations, and your request to exercise your rights will be kept for follow-up purposes.

## **6.10 Your right to information**

You acknowledge that this information notice sets out the purposes, the legal framework, the recipients or categories of recipient with whom we share your personal data, and the possibility that data may be sent to another country or to an international organisation.

In addition to this information and with a view to ensuring that your data is processed in a fair and transparent manner, you hereby declare that you have received additional information pertaining to:

- How long your personal data will be stored;
- The existence of rights recognised as to your benefit, and how to exercise them.

If we decide to process data for purposes other than those indicated, you will be fully informed of these new purposes.