

TECNOCONFERENCE S.R.L. - MEETBIT S.R.L.

DIRECTIVE according to Regulation (UE) N. 679/2016 ("GDPR")

We take data privacy seriously. This privacy policy explains who we are, how we collect, share and use Personal Information, and how you can exercise your privacy rights. Therefore, we will treat them carefully and for specific purposes, in line with the consent that may have issued to us and, in any case, in compliance with the provisions of the law on data protection.

We recommend that you read this privacy policy in full to ensure you are fully informed.

The TC GROUP Privacy Policy described, in the following sections, as TC GROUP, and therefore Tecnoconference S.r.l. and Meetbit S.r.l., collects and processes the personal data of its customers and potential customers.

About us

TC Group is made up of

Tecnoconference whose main seat is in Florence (FI), Via dei Perfetti Ricasoli 94/96, which is engaged in:

- Specialized consultancy, planning and provision of audiovisual technical, IT, multimedia, e-services to support communication for aggregation events, such as conferences, conventions, events, meetings, training courses, fairs, exhibitions, shows, events in general;
- Rental, supply, assistance, of audiovisual, electronic and computer equipment, as well as electrical, electroacoustic, electronic, television, digital, multimedia and other similar systems;
- Wholesaling and retailing, installation and maintenance of audiovisual equipment, electronic and electro-acoustic system and other similar, also realized by third parties, comprised the activity of import/export;
- Provision of simultaneous translation services, interpreting, assistance, reception, security, including through the assistance of external specialized personnel, concerning aggregation events such as congresses, conventions, meetings, training courses, fairs, exhibitions, shows, events in general;
- Consulting, design and construction of integrated audiovisual systems with multimedia automation systems, maintenance, assistance, repair and replacement of related audiovisual and electrical systems and other similar systems;
- Video production and post-production, audio-visual filming in internal and external environment, editing and production of movies, commercials, documentaries, television programs and similar;
- Consulting, design and implementation of software, information systems, multimedia, interactive, digital, telematics including the hardware and software component and the relative grant of use to third parties;
- Realization of satellite or internet streaming connections, videoconference and multi-videoconference, data transmission, images and audio video signals;

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- Advanced technological applications in the field of training and information projects, in particular oriented to residential training courses and distance training courses, structured on a special e-learning platform for the use of interactive multimedia contents.

Furthermore, it manages the websites www.tecnconference.it and www.tcgroup.it and the access account to the Reserved Area customers and staff.

Tecnconference is, therefore, the owner of the processing of personal data collected through its websites, accounts reserved for customers and staff, the contact activity for the client on issues of an operational and contractual nature, and in connection with the resolution of technical questions.

Meetbit S.r.l., based in Florence (FI), Via Perfetti Ricasoli 94/96 deals in synergy with Tecnconference to realize the design and development of IT systems, applications for mobile devices, programming of multimedia applications, hosting of multimedia applications, operational management of computer systems, granting of use of application software, consultancy for applications for networking of hardware equipment; training of the personnel necessary for the management of the application software granted in use; wholesale and retail trade, import and export, marketing and distribution, with or without treatment, comprised orders for correspondence and electronic or telematic trade (E-Commerce).

Meetbit manages most of the IT infrastructures, such as virtual servers and applications that also operate on hardware owned by Tecnconference. Your contact information can be synchronized between the two companies. The contact details of the data controller indicated above and their data protection officers can be found at the bottom of this statement. In this Privacy Policy the term "We" refers to Tecnconference and Meetbit. Tecnconference and Meetbit operate as co-owners of the treatment (e-mail contact privacy@tcgroup.it) and collect and/or receive information regarding the interested party, such as: personal data (name, surname, address, nationality, province and country of residence, landline and/or mobile phone, fax, social security number, e-mail address/s), bank account details, data traffic data (such as register, IP address).

We do not require the interested party to provide data so called "Particular", that is, according to the provisions of the GDPR (Article 9), personal data revealing the racial or ethnic origin, political opinions, religious or philosophical convictions or union membership, as well as genetic data, biometric data intended to uniquely identify a physical person, data relating to the health or sex life or sexual orientation of the person. In the event that the service requested by us imposes the processing of such data, the interested party will receive a notice and will be required to provide a specific consent.

The owner has appointed a Data Protection Officer (DPO) who can be contacted for any information and request:

Via dei Perfetti Ricasoli 94/96 - 50127 Florence; tel. 05532692.1; dpo@tcgroup.it

Tecnconference and Meetbit process your personal data, among others, in the following circumstances:

- If you contact us directly, for example through our websites, via e-mail or by telephone through our direct line, in order to request information about our products and services;
- If you buy one of our products or services;

- If you respond to our marketing campaigns, for example by filling out a response form, or by entering data on our website;
- If your contact details are communicated to us by a third party with your consent;
- If other business partner companies legitimately transfer your personal data to us;
- If we acquire your personal data from other sources in full compliance with applicable law;
- If you participate in an event organized by the TC GROUP companies;
- If you register to our newsletter via mailchimp or mail to.
- If you provide personal data on behalf of someone else, it is your responsibility to ensure, before you do so, that you have read this Privacy Policy. If you are under 18, please do not provide us with any personal information.

We ask for your support in order to keep your personal data up-to-date, informing us of any changes to them.

About collection of personal data

The following categories of personal data may be collected through the various services and contact channels in this Privacy Policy:

- **Contact details** - information about name, address, telephone number, e-mail address;
- **Interest:** information that you provide us about your interests;
- **Other personal data:** information you provide about the date of birth, education or professional situation;
- **Contract data:** customer number, contract number;
- **Use of the website:** information on how the user uses our website, opens or forwards our communications, including information collected through cookies and other tracking technologies;
- **Online account data:** information on the accounts related to the portal Reserved area Customers or Staff and distance learning;
- **Sales and service information:** information about purchases, support and assistance, including complaints;
- Details on the configuration of the requested service or product;
- **Images:** images depicting your person through photos and/or videos made during events managed by Tecnoconference;

For what purposes we need the data of the interested party (Article 13, paragraph 1 of the GDPR)

The data are used by the Data Controller to follow up the contact request and the contract for the supply of the selected Service and/or the purchased Product, manage and execute the contact requests sent by the User, provide assistance, comply with legal and regulatory obligations. Under no circumstances does Tecnoconference Srl resell the personal data of the interested party to third parties nor use them for undeclared purposes. In particular the data of the interested party will be processed for:

A. Registration and contact requests and / or information material:

The processing of personal data of the interested party takes place to carry out the preliminary activities and consequent to the registration request, to the management of requests for information and to contact and/or sending information material, as well as for the fulfillment of any other obligation arising. The legal basis of these treatments is the fulfillment of

the services inherent to the request for registration, information and contact and/or sending of informative material and compliance with legal obligations.

B. Management of the contractual relationship:

The processing of personal data of the interested party takes place to carry out preliminary activities and consequent to the purchase of a Service and/or a Product, the management of the related order, the provision of the Service itself and/or production and/or the shipment of the purchased Product, the related invoicing and management of the payment, the handling of complaints and/or reports to the assistance service and the provision of the assistance itself, the prevention of fraud and the fulfillment of any other obligation arising from the contract. The legal basis of these treatments is the fulfillment of the services inherent in the contractual relationship and compliance with legal obligations.

C. Customer loyalty, marketing and co-marketing - to provide you with news and offers

Tecnoconference and Meetbit collect, in some cases also in agreement with their business partners, contact details, interests, Other Personal Data, Use of the website and Communications.

It may use the information on Sales and Assistance received in order to contact you about generic commercial offers. This will include sending regular newsletters, or in line with your preferences to invite you to promotional events, as well as to perform market research and/or customer satisfaction surveys.

Requirement for processing: consent.

Choice: Consent can be revoked at any time.

D. Sending newsletters - to allow periodic sending of newsletters

Tecnoconference and Meetbit collect, through a special section of the website, and any paper proposals, contact data in order to send periodic communications by e-mail, with information about offers, products, news, events.

Prerequisite for processing: fulfillment of contractual obligations.

Choice: Delist from the newsletter.

E. Fulfillment customer's request- to follow up on your requests (eg request organization of the event on your behalf, signing of loan contracts for use, quote, request for contact or participation in events open to the public, execution of a service, e-commerce etc.) Tecnoconference and Meetbit collect contact data and interests, in order to respond to your requests, also sharing, if necessary, such information to third parties or business partners who can act as autonomous data controllers given upon release of its own information.

Prerequisite for processing: execution of pre-contractual measures.

Personal data collected for the purpose "Fulfillment customer's request" may also be processed for the further purpose of verifying the effectiveness of the response to your requests, to improve the service provided to its customers.

Legitimate interest: This treatment is based on the legitimate interest of the TCGROUP companies to evaluate the degree of effectiveness of the feedback to customer requests, so as to verify that the quality standards of the services comply with the

pre-established ones, and adopt any improvement measures that become appropriate, even in the interests of the customers themselves.

Choice: - opposition in the case of legitimate interest, if conditions are met.

F. Support for sales and assistance - to provide support, including the provision of IT infrastructure, in the management of sales, including online, of products and services requested by you.

Prerequisite for processing: fulfillment of contractual obligations, legitimate interest.

Legitimate interest: This treatment is based on the legitimate interest of TCGROUP companies to satisfy any customer requests and problems that may arise during sales and assistance.

Choice: - opposition in the case of legitimate interest, if conditions are met.

G. Mobile event app: - to allow the user access from their own devices to additional services of conferences and events managed directly or on behalf of third parties.

On the occasion of the activities managed directly or indirectly, Tecnoconference and Meetbit can make available to the user specially designed suites in order to allow the use of additional services, such as, but not limited to: event program, shared documents, survey form.

Requirement for processing: consent.

Legitimate interest: This treatment is based on the legitimate interest of TCGROUP to satisfy any requests for use of additional services by installing additional services on mobile devices.

Choice: -Delist on request.

H. Promotion of Tecnoconference and Meetbit - to promote Tecnoconference and Meetbit on social or other media channels.

During events in which a photo/video service is provided, TCGROUP may collect the image data, without recognizing any remuneration, in order to promote the activity of Tecnoconference and Meetbit by publishing the same on the social channels (eg: Facebook, Twitter, Instagram) or diffusion through local, national or international newspapers.

Requirement for processing: consent.

Choice: consent can be revoked at any time, save the publication on social channels.

I. Compliance with legally binding requests for your personal data and legal protection of your own right - to comply with legal obligations, regulations or provisions of the judicial authority, as well as to defend a right in court.

All holders are subject to the laws of the countries in which they operate and they must comply with these laws. Where the obligation is fulfilled we will provide information that concerns you to the bodies responsible for the application of the law, regulations and judicial documents anywhere in the world. Furthermore, TCGROUP may process your personal data where it has the need to defend a right in court.

Prerequisite for processing: legal obligations, legitimate interest.

Legitimate interest: This treatment is based on the legitimate interest of TCGROUP to protect and defend its rights.

Choice: opposition in the case of legitimate interest, if the conditions are met

L. Management of accounts for access to the reserved area of customers on company sites: in order to provide services to which you may have access.

Tecnoconference will process the Account Data in order to allow access to the reserved area;

Prerequisite for processing: fulfillment of contractual obligations

Choice: online account cancellation.

Security of Personal data

We use a wide range of security measures, including encryption and authentication tools, in order to improve the protection and maintenance of the security, integrity and accessibility of your personal data.

Although it is not possible to guarantee intrusion security for data transmission over the internet and websites, we and our subcontractors and business partners undertake to ensure physical, electronic and procedural safeguards to protect your personal data in accordance with requirements for data protection. We adopt, among others, measures such as:

- the strict restriction of access to your personal data, based on the need and for the only purposes communicated;
- the transfer of data collected only in an encrypted form;
- the storage of highly confidential information (for example, those relating to credit cards) only in an encrypted form;
- IT systems firewall, antivirus, antispam, intrusion detection;
- permanent monitoring of access to IT systems to identify and stop the abuse of personal data.

If we have provided you (or you have chosen) a password that allows you access to certain sections of our website or other portals, applications or services we provide, you will be responsible for maintaining the confidentiality of this password and respecting any other security procedure for which we give you notice. We ask you not to share passwords with anyone.

Protection of Localization Data

Some services can only be offered where you reveal your location. We take the confidentiality of location data very seriously.

The following information are the security measures applied to the location data (including information accessible within the assistance process):

- these data are stored in order to fulfill the purposes permitted or requested by you;
- these data are collected, stored or accessible in the form necessary to provide the requested service, or in accordance with the law;
- the location data of any IT device used are not connected to each other unless this is necessary to provide the requested service;
- for any other use of location data of the device for statistical analysis purposes only irreversibly anonymous data will be used.

Please, however, consider that we will not be able to provide you with certain functionalities of our services, in case you limit the collection of your location data.

Legitimate interest: This treatment is based on the legitimate interest of TCGROUP to protect and defend its rights.

Choice: opposition in the case of legitimate interest, if the conditions are met

L. Management of accounts for access to the reserved area of customers on company sites: in order to provide services to which you may have access.

Tecnoconference will process the Account Data in order to allow access to the reserved area;

Prerequisite for processing: fulfillment of contractual obligations

Choice: delete online account.

Retention of Data

We use a wide range of security measures, including encryption and authentication tools, in order to improve the protection and maintenance of the security, integrity and accessibility of your personal data.

Although it is not possible to guarantee intrusion security for data transmission over the internet and websites, we and our subcontractors and business partners undertake to ensure physical, electronic and procedural safeguards to protect your personal data in accordance with requirements for data protection.

We adopt, among others, measures such as:

- the strict restriction of access to your personal data, based on the need and for the only purposes communicated;
- the transfer of data collected only in an encrypted form;
- the storage of highly confidential information (for example, those relating to credit cards) only in an encrypted form;
- IT systems firewall, antivirus, antispam, intrusion detection;
- permanent monitoring of access to IT systems to identify and stop the abuse of personal data.

If we have provided you (or you have chosen) a password that allows you access to certain sections of our website or other portals, applications or services we provide, you will be responsible for maintaining the confidentiality of this password and respecting any other security procedure for which we give you notice. We ask you not to share passwords with anyone.

Protection of Localization Data

Some services can only be offered where you reveal your location. We take the confidentiality of location data very seriously.

The following are the security measures applied to the location data (including information accessible within the assistance process):

- these data are stored, in a form not associated with you, in order to fulfill the purposes permitted or requested by you;
- these data are collected, stored or accessible in the form necessary to provide the requested service, or in accordance with the law;
- the location data of any IT device used are not connected to each other unless this is necessary to provide the requested service;
- for any other use of location data of the device for statistical analysis purposes only irreversibly anonymous data will be used.

Please, however, consider that we will not be able to provide you with certain functionalities of our services, in case you limit the collection of your location data.

Communication of your data abroad

Your personal data may have access to our personnel, agents and suppliers also located in countries outside the European Economic Area (EEA), for one of the established purposes, whose data protection laws may be lower than standard those of the EEA. In the latter case, we will ensure that all personal data accessible outside the EEA are processed with appropriate safeguards.

Some countries outside the EEA, such as Canada and Switzerland, have been authorized by the European Commission because they provide similar protection to that of the EEA data protection legislation, and therefore additional legal safeguards are not required. In the case of foreign countries that have not obtained such authorization, such as India or Japan, you will be asked to consent to the transfer or your personal data will be transferred using the contractual clauses approved by the European Commission. Such clauses impose similar obligations in the protection of data directly to the recipient, unless it is granted by the applicable law on data protection to transfer data without such formalities.

Tecnoconference and Meetbit use a series of suppliers to assist in the provision of the services and treatments listed.

Although the transmission of data via the Internet or websites can not be guaranteed as intrusive, we and our subcontractors, as well as our business partners, endeavor to maintain the physical, electronic and procedural security measures required to protect your data. personal data, complying with the requirements imposed by data protection legislation.

All your personal data is stored on our secure servers (or securely stored paper copies) or on those of our subcontractors or our business partners, and are accessible and usable according to our standards and security policies (or equivalent standards for our subcontractors or business partners).

Where available, the personal data we collect, may be disclosed to third parties, on your behalf and with your consent, only in order to allow those individuals to make their performance.

Where necessary to process your specific request, your personal data may be disclosed to the third party or business partner who may make the requested service.

Use of cookies

Tecnoconference uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a users computer/device.

Cookies are small files saved to the users computers hard drive that track, save and store information about the users interactions and usage of the website. This allows the website, through it's server to provide the users with a tailored experience within this website. Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and it's external serving vendors.

Cookies do not contain information that personally identifies the user, but the personal information that Tecnoconference registers about the user could be linked to the information contained in the cookies and taken from them. Cookies can be technical, analytical and profiling:

- Technical cookies are used to make and facilitate the navigation of users, provide and allow the use of the website services by users. Cookies allow the user, during a second access, for example, not to re-enter data such as the username for access.
- Analytical cookies are used to analyze and monitor how the Website is used (e.g. number of accesses and pages viewed), in order to allow Tecnoconference to make the appropriate changes to the Website in operation and navigation.
- Profiling cookies are used to track user navigation on the Website and create profiles based on tastes, habits, choices, etc. These cookies can be used to send the user advertising messages in line with the preferences expressed by him during online browsing.

Tecnoconference does not use profiling cookies

The site also uses the following third-party analytical cookies: Google analytics.

Use of web beacons

The Tecnoconference website may have digital images that are not recognized as web beacons (sometimes also referred to as GIFs or pixel tags), also linked to the use of cookies, in order to gather information on how to use the site. Web beacons can provide certain types of information found on the user's computer, such as the time and date on which the page was visited, the description of the page on which the web beacon is located, or the cookies themselves. These web beacons can also be found in promotional e-mails and newsletters, in order to confirm that the message has been opened and read. Tecnoconference may use third party web beacons to facilitate the collection of aggregated statistics on the effectiveness of its advertising campaigns or on other aspects concerning the management of its sites.

How to allow or disallow the use of cookies on your computer/device

Users can authorize Tecnoconference and Meetbit to use cookies and the web beacon, continuing to browse the site after reading the banner on the site. If users do not intend to authorize use, they must set the browser to refuse acceptance of cookies. It is specified that the refusal/disabling of cookies limits the usability and navigation of the site

What are the rights of the interested party? (Articles 15 - 20 GDPR)

The interested party has the right to obtain from the data controller the following:

- a) confirmation of whether or not personal data processing is being processed and, in this case, to obtain access to personal data and the following information:
 1. the purposes of the processing;
 2. the categories of personal data in question;
 3. the recipients or categories of recipients to whom the personal data have been or will be communicated, in particular if recipients of third countries or international organizations;

4. when possible, the retention period of the personal data provided or, if not possible, the criteria used to determine this period;
 5. the existence of the right of the data subject to request the data controller to rectify or delete personal data or limit the processing of personal data concerning him or to oppose their treatment;
 6. the right to lodge a complaint with a supervisory authority;
 7. if the data are not collected from the data subject, all information available on their origin;
 8. the existence of an automated decision-making process, including profiling, and, at least in such cases, significant information on the logic used, as well as the importance and expected consequences of this treatment for the data subject.
 9. the adequate guarantees provided by the third country (non-EU) or an international organization to protect any data transferred.
- b) the right to obtain a copy of the personal data being processed, provided that this right does not affect the rights and freedoms of others; In case of further copies requested by the interested party, the data controller may charge a reasonable fee contribution based on administrative costs.
- c) the right to obtain from the data controller the correction of inaccurate personal data concerning him without undue delay.
- d) the right to obtain from the data controller the cancellation of personal data concerning him without undue delay, if the reasons provided for by the GDPR in art. 17, among which, for example, in the case in which they are no longer necessary for the purposes of the processing or if this is assumed to be illegal, and the conditions provided for by law still exist; and in any case if the treatment is not justified by another equally legitimate reason.
- e) the right to obtain from the data controller the limitation of processing, in the cases provided for by art. 18 of the GDPR, for example where you have challenged its accuracy, for the period necessary for the Data Controller to verify its accuracy. The interested party must be informed, in reasonable time, also of when the suspension period has been completed or the cause of the limitation of the treatment has ceased, and therefore the limitation itself revoked.
- f) the right to obtain communication from the holder of the recipients to whom the requests for any corrections or cancellations or limitations of the processing have been transmitted, unless this proves impossible or involves a disproportionate effort
- g) the right to receive personal data concerning him in a structured, commonly used and automatically readable format, and the right to transmit such data to another data controller without impediments by the data controller who provided them , in the cases provided for by art. 20 of the GDPR, and the right to obtain direct transmission of personal data from one controller to another, if technically feasible.

How and when can the data subject oppose the processing of personal data? (Article 21 GDPR)

For reasons relating to the particular situation of the interested party, the same may oppose at any time the processing of their personal data if it is based on legitimate interest or if it takes place for business promotion, sending the request to the owner at privacy@tcgroup.it.

The interested party has the right to cancel his / her personal data if there is no legitimate overriding reason for the Data Controller than the one giving rise to the request, and in any case in case the Data Subject opposes the processing for commercial promotion activities.

To whom can submit a complaint to the interested party? (Article 15 GDPR).

Without prejudice to any other action in administrative or judicial, the interested party may lodge a complaint with the competent supervisory authority on the Italian territory (Authority for the protection of personal data) or the one carrying out its duties and exercising its powers in the Member State where the GDPR violation took place. Each update of these provision will be promptly communicated and by means of reasonable means and will also be communicated if the Data Controller processes the data of the Data Subject for further purposes than those referred to in this Policy before proceeding and following the manifestation of the relative consent of the Interested Party if necessary.

How to check and change the privacy settings.

The interested party can check and modify the online settings for the use of your data using the relative options available. Here you can choose your preferred communication channel (communications via mail, e-mail, etc.). It can also access data and, where possible, change them. The settings for the use of your data by the partners of Tecnoconference and Meetbit, however, can be changed by contacting the third party directly.

Contact details of the Data Controller, data protection rights and the right to make complaints before the Control Authority. If you have any questions regarding the processing of your personal data by us, please contact us by writing directly to privacy@tcgroup.it, or to telephone number 055326921 (Monday to Friday 9.00 - 18.00).

In addition, you may contact the Data Protection Officer at dpo@tcgroup.it

It will also be able to directly operate its choices relating to marketing communications through the mail servizioclienti@tcgroup.it.

According to current legislation, you have the right to ask us:

- more details on the treatments we have put in place,
- a copy of the personal data you have provided us with,
- to update any inaccuracies in our data,
- to cancel any data for which we no longer have any legal prerequisites for the treatment,
- to withdraw your consent, in the event that the processing is based on consent and is related to direct marketing activities, so as to cease such processing,
- to oppose any treatment based on legitimate interests unless the reasons for which we are obliged to perform such treatment exceed any prejudice to your data protection rights,
- to limit the way in which we process your personal data in the process of ascertaining a claim.

The exercise of these rights is subject to certain exceptions aimed at safeguarding the public interest and our interests. In the event that you exercise any of above-mentioned rights, we will be responsible our to verify that you are entitled to exercise it and we will give you feedback as a rule within a month.

In the event that you, subject to the conditions, withdraw your consent or exercise the right to cancel it will be necessary to consider that this operation will require a technical processing time during which you could still be contacted as part of the marketing activities already carried out.

In some cases, we store data for limited periods when it is necessary to store it for legitimate business or legal purposes.

We always try to make sure that our services protect information from accidental or malicious deletions. For this reason, there may be delays between deleting something and deleting copies from our active and backup systems.

Some data, in fact, can be deleted when you want; others are automatically deleted and others are kept for longer periods of time, where it is necessary. If you decide to delete some data, we will comply with the elimination policy to ensure that your data is completely and securely removed from our servers or stored anonymously. If you are not satisfied with the way in which we process your personal data, or of our feedback, you will have the right to lodge a complaint with the supervisory authority.

Contacts of the Company and of the Person in charge of Protection of personal data

If you have any questions regarding the treatment of our personal data, you can contact us first:

Via dei Perfetti Ricasoli 94/96 - 50127 Florence; tel. 05532692.1; privacy@tcgroup.it

Legal conditions for the processing of personal data

The processing of your personal data described above is authorized by the European legislation on data processing, based on the following legal requirements:

- **Consent:** Once you give your consent, you can revoke it at any time.
- **Execution of pre-contractual measures or fulfillment of contractual obligations:** it is necessary to fulfill a contract with us or to implement pre-contractual measures;
- **Legal obligations:** we need to use your personal data to comply with our legal obligations;
- **Legitimate interest:** we use your personal data to pursue a legitimate interest. So our motivations are greater than any prejudice to your data protection rights;
- **Legitimate interest:** where it is necessary for us to defend ourselves, take legal action or make claims in our own or against third parties.

Authorized treatments are possible based on additional assumptions; in this case we will do what we reasonably can to identify this assumption and give it appropriate communication.

Changes to this Policy

We may change this privacy policy at any time and from time to time. The most recent version of the privacy policy is reflected by the version date located at the top of this privacy policy. All updates and amendments are effective immediately upon notice, which we may give by any means, including, but not limited to, by posting a revised version of this privacy policy or other notice on the Websites. We encourage you to review this privacy policy often to stay informed of changes that may affect you. Any changes to our privacy policy will be posted on our web site some days prior to these changes taking place. You are therefore advised to re-read this statement on a regular basis.

Links to third-party websites

While browsing the internet, content that connects to third-party sites may be viewed. Tecnoconference can not access or control cookies or other functions used by third-party sites, and the procedures of these external sites are not governed by our Privacy Policy. Therefore, the user should contact and/or consult the third parties for further information on the procedures for the protection of privacy adopted by them.