

# Privacy Policy

## 1. Collection

MCI only collects Data provided by the User and only by lawful and fair means. MCI takes reasonable steps to ensure that Users are aware of:

- a) MCI's identity and contact details and/or that of the Client
- b) That a verified User may gain access to the data and set a Privacy Flag if desired
- c) The purpose for which the data is collected. This may be implied by the use of a Client's or Event's logo or written copy
- d) Any statutory directive that requires Data to be collected

MCI collects Data from:

- a) Correspondence with the User
- b) By the User filling in an intent to attend or other form
- c) From lists owned, compiled or rented, generally from information available to the Client or from publicly available information

Cookies may be used on web sites. Users can set their internet browser to refuse cookies but access to e-commerce areas may be impeded.

EVENTS software used for on-line registration, expression of interest, speaker, sponsor or exhibitor information may track IP addresses to assist in protecting against identity theft. If a fraudulent transaction occurs the IP address may be both blocked and sent to the relevant authorities.

## 2. Use and Disclosure

The User, after verification, may access their Data and set a Privacy Flag which then precludes the use of data, apart from items a), b) and c).

- a) User initiated E-mail, fax or letter. MCI will use this for the purposes of responding to the User's query, it may be passed on to the Client or a relevant third party for their response.
- b) MCI initiated email, fax or letter. MCI may use the Data to advise the User of information about an Event.
- c) MCI may provide information to the relevant government departments, credit card providers or other statutory authorities for any relevant purpose.
- d) Sponsors or stakeholders. MCI may have contractual arrangements with sponsors or other key stakeholders to provide Data.
- e) Guest/delegate list. MCI may publish a delegate or guest list.
- f) If another unrelated use is proposed MCI will seek the Users consent

## 3. Data Quality

MCI takes no responsibility to ensure that the data is accurate, complete and up-to-date, particularly after an Event.

## 4. Data Security

MCI takes reasonable steps to protect the data it holds from misuse, loss, unauthorised access, modification or disclosure. Credit card numbers are encrypted. Once an Event is complete the information is given to the Client and a backup copy is securely archived.

## **5. Access and Correction**

A User may be required verify their bona fides for access to Data. Verification requirements depend on the nature of the data i.e. payment details, credit card numbers etc and may require multiple forms of photo or other ID.

MCI will correct incorrect data to the extent that it can verify the new data is accurate. It reserves the right not to correct payment or other information relating to the Event.

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